

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2018-287 **Issue Date:** 11-28-18 **Closing Date:** 12-11-18

Grant Writer
Economic Development
Department of Administration
Hourly Wage: \$27.46-\$29.69/Regular/Full-Time

The grant writer is responsible for preparing, producing and submitting to the appropriate funding agency grant proposals and solicitations for funding. All aspects of the pre-award phase are the responsibility of the Grant Writer, which is separate and distinct from the award/post award phases related to compliance. The Grant Writer researches and recommends funding opportunities; develops solicitations and proposals for the wide array of programs under the Yakama Nation.

Knowledge, Skills and Abilities:

- Demonstrated writing ability for a public audience and for formal proposals/reports.
- Demonstrated excellent interpersonal, written/verbal communication and customer service skills to work effectively with people of diverse talent and background.
- Demonstrated excellence in problem solving and analytical skills with attention to details and accuracy.
- Demonstrated excellent organizational and project management skills with self-initiative to prioritize multiple projects in order to meet deadlines.
- Working knowledge of office practices, procedures, and business writing.
- Planning ability to work efficiently to meet the departmental budgets, goals, and objectives.
- Ability to maintain a high degree of confidentiality.

Minimum Qualifications:

- Bachelor's Degree in Communications, Marketing, Financial, or Liberal Arts degree.
- Three years or professional grant writing experience.
- Successful track record of grant solicitations at local, state, federal, and foundation level.
- Able to establish and maintain positive and effective working relationships with other staff members and members of the public.
- Above average competency with using word processing, databases, spreadsheets, project management software and web applications.
- Required to pass a pre-employment drug and alcohol test.
- Enrolled Yakama Preference, but all qualified applicants are encouraged to apply.