



White Earth Reservation Business Committee

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CHAIRMAN
Terrance Tibbetts

SECRETARY-TREASURER
Tara Mason

DISTRICT I
Steven "Punky" Clark

DISTRICT II
Kathy Goodwin

DISTRICT III
Eugene "Umsy" Tibbetts

White Earth Reservation Business Committee Job Announcement

Position: Grant Writer

Location: White Earth RBC

Pay: \$23.30/Hr.

Benefits: Full

Open: 05-14-18

Close: 05-25-18

Status: Full-Time

The White Earth Reservation is seeking a qualified candidate for writing grants, researching grant opportunities, assists various departments in completing grant applications duties coordinating multiple division grant applications and assist in reporting to granting agencies on behalf of the White Earth Reservation Business Committee.

- Researches opportunities and coordinates the preparation and reporting of grants.
- Prepares budgets in accordance to established policies and procedures of the White Earth Reservation and the granting agency to ensure the best use of program funds.
- Established and initiates short and long-range goals and recommendations affecting assigned departments or programs to conform to organizational objectives.
- Creates and completes reports to comply with required agencies (internal and external).
- Communicates with internal and external sources to ensure program and organization is represent in a professional manner.
- Locate and compile credible documentation to support grant application
- Locate and solicit cash match or in-kind contributions for grant budget

Knowledge, Skills, and Abilities Required:

- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, production methods, and coordination of people and resources.
- Knowledge of economic and accounting principles and practices, and the analyses and reporting of financial data.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Ability to write reports, business correspondence and/or procedure manuals

Qualifications include:

- Degree from two-year College or technical school or equivalent combination of education and two years grant writing experience combined.
- Valid MN driver's license and insurance for travel between sites and other business-related destinations.

Send applications to:

White Earth Reservation Business Committee
Attn: Personnel
P.O. Box 418
White Earth, MN 56591

Download applications at:

www.whiteearth.com