



WHITE EARTH RESERVATION

CHAIR Terrence "Terry" Tibbetts **SECRETARY-TREASURER** Leonard Alan Roy
DISTRICT I Raymond Auginaush, Sr. **DISTRICT II** Kathy Goodwin **DISTRICT III** Eugene "Umsy" Tibbetts

Job Announcement

Position: Grant Writer (2 Positions)

Location: White Earth RBC

Pay: \$23.30/Hr.

Benefits: Full

Open: 09-05-18

Close: 09-18-18

Status: Full-Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for writing grants, researching grant opportunities, assisting departments in completing grant applications, coordinating multiple division grant applications, and assisting in reporting to granting agencies on behalf of the White Earth Reservation.

Position outcomes:

- 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 with 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 represented in a professional manner.

Knowledge, Skills and Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Business Committee.
- 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 analysis and reporting of financial data.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
- Knowledge of the White Earth Reservation demographics, culture, history and lifestyles.
- Ability to apply general rules to specific problems to produce answers that make sense.
- Ability to combine pieces of information to form general rules or conclusions.
- Ability to write reports, business correspondence and/or procedure manuals.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, and volume.
- Skilled in customer service and the ability to interact with internal and external customers with tact and diplomacy.

Qualifications:

- Associate's degree (A.A.) or equivalent from two-year college or technical school or equivalent combination of education and/or grant writing experience combined.
- Must have a valid MN Driver's License and proof of insurance for travel between sites.

Mail Applications to:

White Earth Tribal Council

Attention: Personnel

P.O. Box 418

White Earth, MN 56591

Download Applications at: www.whiteearth.com

EEO with Native Preference.

A Drug Free Workplace - Tests for alcohol and illegal drug use may be required prior to and during employment.