

JOB ANNOUNCEMENT

White Earth Reservation Housing Authority

3303 US HWY 59
Waubun, Minnesota 56589
Tel. (218) 473-4663
Fax (218) 473-2910

Position: Grant Writer
Location: WAUBUN, MN
Pay: DOQ

Open: 09/12/2018
Closes: UNTIL FILLED
Status: CONTRACT

The White Earth Reservation Housing Authority is seeking a Grant Writer.

Duties:

- Research, identify and apply for local, state, federal and private foundation funding sources for specific projects and programs; manage grant applications by working with various departments in the application and monitoring process to ensure successful grant awards and grant compliance.
- Establish relationships with non-profit agencies and support grant applications for projects directly impacting the White Earth Community.
- Monitor and maintain government grants and contract documents in coordination with regulations and policies.
- Ensure local, state, federal compliance and meet reporting requirements for grants.
- Communicate regularly with other WEHA personnel in explaining and interpreting the regulations, practices and policies regarding grant application and administration activities.
- Participate in meetings as necessary for grant matters, including grant site visits, conducting resident surveys, make presentations to community and elected officials, and meet with potential grant providers/funders.
- Develop a grants administration work plan which includes goals, objectives and measurable workload indicators for the grants function
- Develop and maintain State and Federal inventory process for grant funded items.
- Performs related duties as assigned.

Knowledge Skills & Abilities Required:

- A Bachelor's Degree in Business or Public Administration, Accounting or related field; and three years' experience in research, finance, or public administration; including in grants administration, management, coordination and writing; OR an equivalent combination of education, training, and experience is strongly preferred.
- Knowledge of the demographics, culture, customs and geography of the White Earth Indian Reservation.
- Knowledge of applicable federal, state and tribal regulations.
- Ability to work independently at a high level of competency.
- Must have a driver's license and carry insurance

Please submit resume and cover letter to:

White Earth Housing Authority
3303 US HWY 59
Waubun, MN 56589

EEO with Native American Preference

*A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment.
Background Checks performed*