



## LEECH LAKE TRIBAL COLLEGE POSITION DESCRIPTION

**POSITION TITLE:** Grant Writer & Advancement Specialist

**DEPARTMENT:** Administrative Support

**REPORTS TO:** President

**WORK HOURS:** M-F, 8:00 a.m. – 4:30 p.m.

**STATUS:** Exempt, short-term temporary. **Job assignment scheduled to end 06/31/2022**

**LICENSE/CERTIFICATION REQUIREMENTS:** Valid Driver's License and current insurance plan.

**Pay:** \$50,000 annually

**Close Date:** 02/12/2021

### **SUMMARY:**

The Leech Lake Tribal College is looking to hire a dedicated Grant Writer to write grant proposals for our organization. The Grant Writer must be able to write coherent, organized, and compelling proposals. You will collaborate with team members in the organization to assist with fundraising projects and develop relationships with key stakeholders. To ensure success, you need to write well, have proficient knowledge of fundraising methods, and be committed to the mission you are representing. Must be able to source grant opportunities that align with LLTC's mission, vision, and needs. Preferred applicants are deadline-driven team players with outstanding multitasking abilities.

### **EDUCATION:**

- Bachelor's degree in related discipline (Business, Journalism, Public Administration, Organizational Development, or closely related field from an accredited college or university) required. A Master's Degree preferred in an appropriate academic discipline.
- Must have 3-5 years of relevant experience in higher education and grant administration.
- Demonstrated grant writing experience will be given priority.
- Experience working in a Tribal College setting valued highly

### **ADDITIONAL QUALIFICATIONS AND SKILLS:**

- Understanding knowledge of and commitment to the mission, vision and goals of LLTC and ability to clearly articulate those to Leech Lake Tribal College partners.
- Experience working with the Ojibwe community.
- Demonstrated commitment to serving a community from diverse backgrounds, interests, goals, and abilities.

- Excellent verbal and written communications skills.
- Excellent computer and online presentation skills
- Excellent interpersonal skills and a self-starter.
- Excellent organizational, planning, and prioritizing skills.
- Ability to maintain confidentiality of records and information.
- Ability to interpret; adapt; and apply guidelines and procedures.
- Ability to work effectively as a team member of LLTC.
- Ability to pass pre-employment drug test and criminal background checks.
- Native American Preference.

#### **DUTIES/RESPONSIBILITIES:**

Prepares proposals by determining concept, gathering and formatting information, writing drafts, and obtaining approvals.

Create grant application/reporting templates and data plans to streamline grant process.

Determines proposal concept by identifying and clarifying opportunities and needs, studying requests for proposal (RFPs), and attending strategy meetings.

Meets proposal deadlines by establishing priorities and target dates for information gathering, writing, review, approval, and transmittal.

Enters and monitors tracking data.

Coordinates requirements with contributors and contributes proposal status information to review meetings.

Gathers proposal information by identifying sources of information, coordinating submissions and collections, and identifying and communicating risks associated with proposals.

Develops proposal by assembling information including project nature, objectives/outcomes/deliverables, implementation, methods, timetable, staffing, budget, standards of performance, and evaluation.

Writes, revises, and edits drafts including executive summaries, conclusions, and organization credentials.

Maintains quality results by using templates; following proposal-writing standards including readability, consistency, and tone; maintaining proposal support databases.

Obtains approvals by reviewing proposal with key providers and project managers.

Improves proposal-writing results by evaluating and re-designing processes, approach, coordination, and boilerplate.

Updates job knowledge by participating in educational opportunities; maintaining personal networks.

Accomplishes organization goals by accepting ownership for accomplishing new and different requests, and exploring opportunities to add value to job accomplishments.

Other duties as assigned

**PHYSICAL REQUIREMENTS:**

Ability to lift 30 pounds or more and use proper body mechanics

Be able to sit or stand for long periods of time

Subject to internal working conditions.

Non-smoking environment.

***I understand the position description for the Grant Writer & Advancement Specialist. I am capable and agree to perform the job duties and responsibilities assigned to me. I also understand that the duties and responsibilities and other working conditions may change from time to time with or without notice. I further understand that this position description is not a contract and does not guarantee employment for any specific period or amount of time. This position description will be revised periodically or as needed.***

***\*Position Description created/revised: 01/04/21.***

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date \_\_\_\_\_

President Signature: \_\_\_\_\_ Date \_\_\_\_\_