



Lower Sioux Indian Community in the State of Minnesota

P.O. Box 308 • 39527 Reservation Highway 1

Morton, MN 56270

Cansayapi Otunwe

LOWER SIOUX INDIAN COMMUNITY

TRIBAL PLANNER/GRANT WRITER ASSISTANT- JOB DESCRIPTION

JOB TITLE: Tribal Planner/Grant Writer Assistant
DEPARTMENT: Planning
REPORTS TO: Tribal Planner/Grant Writer
FLSA STATUS: Non-Exempt

SUMMARY:

The function of a Tribal Planner/Grant Writer Assistant is to provide planning, development, and to gather documentation and fulfill the necessary requirements of various funding bodies to formally seek funding on behalf of the Lower Sioux Indian Community. A Tribal Planner/Grant Writer Assistant must be an excellent researcher who not only finds the funding organization who's grants match with the priorities of the Lower Sioux Indian Community, but also must be an intelligent writer who knows how to properly appeal to the funding organizations. The incumbent will prepare proposals and grant applications, research, identify, develop and respond to public and private grant opportunities.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree
- Minimum of two years' experience with tribal planning/grant writing
- Experience working in deadline-driven environments
- Able to work well in a team environment, handle multiple assignments and meet deadlines.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide planning support to the Tribe to develop short and long-term program development and sustainability goals.
- Serve as a planning department liaison to Tribal Departments.
- Monitor local, state and federal notices of hearing, rule changes and funding opportunities.
- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals.
- Perform prospect research on grant opportunities and new program areas to match the community's priorities using research tools.
- Compiles data for use in making grant applications; summarizes information from reports, field and file investigations, maps, notes, and all other available sources; conducts filed interviews and

makes surveys of conditions of the Lower Sioux Indian Community and the immediate region which may affect grant applications and administration.

- Prepares major grant applications individually or as a member of a staff team assigned to the task.
- Understanding of the history and programs of the Lower Sioux Indian Community.
- Develops and maintains a grant database consisting of grants.
- Attend Tribal meetings.
- All other duties as assigned.

SKILLS KNOWLEDGE AND ATTRIBUTES:

- Demonstrated experience in program planning, researching, and writing funding proposals.
- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- Excellent computer skills (Microsoft Office Word, Access, PowerPoint, Excel) and database management skills.
- Ability to understand the needs of both the Lower Sioux Indian Community and the organization that is offering the grant money.
- Attention to detail.
- Ability to meet deadlines.
- Knowledge and familiarity with research techniques for grant prospect research.
- Strong contributor in team environments

DISCLAIMER:

This is not necessarily an exhaustive list of all the responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management and Community Council reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs or technical developments).

In accepting employment, I am agreeing to perform the duties and responsibilities listed above. In addition, I agree to adhere to any policy or procedure changes that may occur during my employment with the Lower Sioux Indian Community.

Print Name: _____

Signature: _____

Date: _____