WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks **SECRETARY-TREASURER** Jacob McArthur
DISTRICT I Henry Fox **DISTRICT II** Alrick "Son" Accobee **DISTRICT III** Laura Erickson

White Earth Reservation Business Committee
Job Announcement

Position: Economic Grant Writer II
Location: Mahnomen
Pay: $31.48/Hr.
Benefits: Full
Open: 11-09-26
Close: 11-13-26
Status: Full-Time

The White Earth Reservation is seeking a qualified candidate for writing grants, Under the direct supervision of the Economic Development Director the employee is responsible for performing work of considerable difficulty planning for and preparing grant and contract applications for funding of Reservation programs. Responsible for complete, cohesive narratives and budget figures along with providing technical level support to the Economic Development Director and tribal departs regarding program, infrastructure, and community development for the White Earth Reservation.

Position's outcomes:

- Communicates with tribal departments and tribal administration regarding funding priorities.
- Organizes planning sessions in developing formal and informal funding strategies with tribal departments for Reservation communities and tribal program projects.
- Coordinates tribal staff and consultant input into grant applications.
- Organize material and complete applications according to set standards regarding order, clarity, conciseness, style, and terminology.
- Secures and maintains White Earth Reservation department data.
- Develops graphic, charts, tables and other supporting materials utilizing White Earth and other data to validate community and program needs.
- Prepares grant application according to grantor agency guidelines inclusive of total budget narrative.
- Edit, standardize, or make changes to material prepared by other writers or establishment personnel. Maintain records and files of work and revision.
- Provide grant research and writing assistance to key personnel in interpreting complex materials regarding requirements and guidelines.
- Communicates progress, status and application approval requests with tribal department staff and Economic Development Director for grants.
- Navigate complex online grant systems to submit Private, State and Federal grant applications.
- Provides technical support to tribal departments operating online grant systems.
- Attends training sessions as needed, plus meet with Tribal Administration and grantor agency representatives.

Knowledge, Skills, and Abilities Required:

- Knowledge of federal government rules, regulations, and practices regarding grant funding.
- Knowledge of the principles and practices of grant writing, grant implementation, community development and planning.
- Knowledge of the structure and reporting relationships with White Earth Reservation Tribal Council
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Skilled in developing grant applications of considerable difficulty and technical nature.
- Skilled in working with governments and non-profit organizations.
- Ability to act independently in making effective decisions and selecting a course of action considering appropriate variables.

Qualifications include:

- Associates degree or equivalent from a (2) two year college or technical school, or at least (1) one year of experience in Grant Writing and proven grant awards, execution and/or completion for at least (12) twelve grants of various thresholds.
- 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: Human Resources
P.O. Box 418
White Earth, MN 56591

Download applications at: www.whiteearth.com