



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Grant Writer

The Native Village of Eyak (NVE) is recruiting for an experienced Grants Writer. The Grants Department supports the Tribal government and community by seeking financial resources from federal, state, local, and private agencies, entities, and individuals. The Grants Writer will research funding opportunities, develop compelling grant proposals, and manage the application process to secure financial support for the Native Village of Eyak's initiatives. This role involves working closely with multiple departments to assess the community's needs and developing narratives that highlight how funding will contribute to the Tribal government's objectives and benefit community programs and initiatives that support NVE and its Tribal members. The successful candidate will have a proven track record in grant writing, excellent communication skills, and the ability to meet deadlines and work independently.

Team: Grants Management

Salary Range: \$75,000.00-\$95,000.00 DOE

Reports to: Grants Management Director

Schedule: Full Time, Regular

Salary Status: Exempt from Overtime

Last Revised: September 2024

Place of Work: Cordova, AK; remote work within Alaska may be considered.

Duties/Responsibilities:

- Works with management and staff to help develop a Comprehensive Plan.
- Works closely with appropriate staff to research statistics, trends, needs, census, and other sourced data on population, income, housing, and other relevant information necessary for competitive proposals.
- Drafts appropriate Letters of Intent and letters of Support and coordinates their receipt from internal and external sources, as needed.
- Works closely with appropriate staff to actively seek funding to implement projects within the NVE's strategic plan, or otherwise directed.
- Coordinates and supports Department Managers and designated staff in implementing capital fundraising efforts to achieve authorized initiative and project goals, as needed.
- Maintains regular communication process with Department Managers, Finance Department, and Executive Staff to explore funding opportunities.
- Helps maintain a library of grant support documents, including resumes, bios, IRS forms, and associated documents, as needed.
- Research federal, state, local, and private funding sources and maintain a source directory for the Tribe's needs.
- Prepares outline of annual planned activities for grant applications and existing grants and works with department and program managers to outline work plans.
- *Performs other related duties as assigned.*

Required Skills/Abilities:



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- Must have at least five (5) years of progressively responsible and successful grant writing experience; fundraising and development work may be included.
- Strong writing and organizational skills are a must.
- Strong communication skills are essential.
- Able to draft budgets and connect funding amounts to activities that meet Tribal needs.
- Requires the ability to effectively communicate with elected officials, colleagues, employees, community members, state and federal agency staff members, and funding source representatives through written, oral, and face-to-face interactions.
- Requires the ability to work under pressure and respond to deadlines without sacrificing quality.
- Requires knowledge of funding sources, including Federal, State, local, and private.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents required.
- Intermediate to expert skills required in Microsoft products are required.

Education and Experience:

- A bachelor's degree in business, Public Administration, Finance, or a related field, along with appropriate experience is preferred. A strong record of successful grant writing may substitute for education.
- Experience with Tribal government in Alaska is preferred.
- Current Alaska Driver's license required.
- Experience with governmental agencies and Tribes required.
- Experience in seeking and maintaining funding sources helpful.

Physical Requirements:

- *Prolonged periods of sitting at a desk to complete tasks.*
- *Most work will be completed in an indoor office setting; occasionally, some will be completed in a remote setting.*

Disclaimer

NVE has the right to assign or reassign duties and responsibilities to this job at any time. By signing below, I acknowledge receipt of this job description.

Employee Signature

Date