**POSITION:** Grant Writer (2)  
**PROGRAM:** Planning and Development  
**LOCATION:** Concho, OK  
**ISSUE:** February 11, 2020  
**CLOSING:** Until Filled

**GENERAL DESCRIPTION:**  
Under the general supervision of the Planning and Development Director, the motivated incumbent will identify, define, and develop funding sources to support existing and planned program activities as well as organize the development, writing, and submission of grant proposals to third-party entities for the development, redevelopment and growth of the Cheyenne and Arapaho Tribes. The incumbent is also responsible for collecting, analyzing, and reporting data on the performance of funded program activities in conjunction with the Tribes’ Master Plan.

**SUMMARY OF DUTIES:**  
This summary is intended to demonstrate a variety of duties that may be performed. Should specific statements be omitted, it does not exclude them from the position if the work is related to the position.

- Research all funding opportunities from federal, state, private and non-profit organizations.
- Prepare proposals for funding to support planning and development, or other tribal programs as assigned.
- Collaborate with the Tribal Planner to fulfill the program’s goals and objectives.
- Produce quality work products within tight time constraints.
- Prepare, present and submit grant applications, data, and reports to Grants.gov.
- Produces complex or diverse information; collects, researches, and preserves data; uses intuition and experience to complement data; designs workflows and procedures.
- Writes clearly and informatively; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
- Balances team and individual responsibilities, giving and welcoming feedback in order to build positive team spirit; supports the team effort to succeed.
- Strives to continuously solicit feedback in order to improve the final grant application.
- Ability to read and interpret documents, routine reports and correspondence.
- Ability to calculate, construct, and incorporate figures for grant budgets.
- Ability to solve practical problems and deal with a variety of concrete variables in situations; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**REQUIREMENTS:**
• Bachelor's degree with a minimum of two (2) years related experience in grant writing in tribal administration.
• Demonstrates excellent writing and computer skills (Microsoft Office—Word, Access, PowerPoint and Excel), and database management skills.
• Demonstrates track record in securing new funding opportunities for tribal organizations.
• Demonstrates attention to detail.
• Ability to work outside normal working hours and commits to long hours of work when necessary to reach goals or deadlines, including travel and training.
• Comprehensive knowledge of standard office practices, procedures, equipment, and techniques.
• Excellent communication skills.
• Must be highly organized with the ability to implement systems and follow-up processes.
• A valid Class C Oklahoma driver's license is required.

**SALARY:** Negotiable, depending on qualifications and experience.

**APPLICATION PROCEDURE:** Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma  
**Personnel Department**  
P.O. Box 167  
Concho, OK 73022  
Or e-mail: atisdale@cheyennandarapaho-nsn.gov  
Office (405) 422-7498  
Fax (405) 422-8222  
Toll Free 1 (800) 247-4612 ext. 27498

To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov