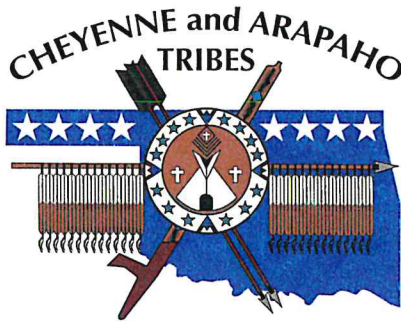


**PERSONNEL**



PO Box 167  
Concho, OK 73022  
405.422.7498  
Fax 405.422.8222

**\*\*\*VACANCY ANNOUNCEMENT\*\*\***

**PROGRAM:** Office of Grants & Research  
**POSITION:** Director  
**LOCATION:** Concho, OK  
**ISSUE DATE:** March 4, 2022      **CLOSING DATE:** Until Filled

**SUMMARY DESCRIPTION:**

Responsible for the coordination and oversight of the Office of Grants and Research. Primary duties are to write coherent, organized, and compelling grants beneficial to the ongoing development of the Cheyenne and Arapaho Tribes. Preferred applicants are deadline-driven team players with outstanding multitasking abilities to formally seek funding on behalf of programs affiliated with the Cheyenne and Arapaho Tribes. This position is under the supervision of the Executive Director of the Department of Administration.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Coordinates and supervises the staff of grant writers, providing overall technical guidance and direction to facilitate and assist in meeting program objectives.
- Maintains proficient knowledge of the organization's history and programs.
- Identifies grant funding opportunities.
- Develops and writes grant proposals by assembling information including project nature, objectives/outcomes/deliverables, implementation, methods, timetable, staffing, budget, standards of performance, and evaluation.
- Revises and edits grant proposals.
- Meets deadlines by establishing priorities and targeting dates.
- Maintains records in hard copies and computer databases.
- Improves overall performance by evaluating and changing processes, approach, and coordination of grant writing staff.
- Updates job knowledge by participating in educational opportunities and maintaining personal networks.
- Supervises grant writing staff, including but not limited to: performing annual evaluations, performing necessary disciplinary actions, approving timesheets.

**QUALIFICATIONS:**

- Preferred Bachelor's degree in Education, English, Journalism, Creative Writing or related field.
- 4+ years of grant writing experience.
- Proficient with research of information resources.
- Proficient with MS Office Word and Excel.
- Excellent communication skills, both verbal and written.
- Strong people skills.
- Excellent presentation skills.
- Excellent organizational skills.
- Ability to meet deadlines.

**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@cheyenneandarapaho-nsn.gov](mailto:atisdale@cheyenneandarapaho-nsn.gov)

Office (405) 422-7498

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Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: [www.cheyenneandarapaho-nsn.gov](http://www.cheyenneandarapaho-nsn.gov)