

## PERSONNEL



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### **\*\*Vacancy Announcement\*\***

**POSITION:** Grant Writer  
**DEPARTMENT:** Department of Administration; Office of Grants and Research  
**LOCATION:** Concho, OK  
**ISSUE DATE:** October 13, 2022 **CLOSING Date:** Until Filled

#### **GENERAL DESCRIPTION:**

The Grant Writer is under the supervision of the Director of Grants and Research. The incumbent is responsible for advancing the general welfare of the Cheyenne and Arapaho Tribes through external funding by writing and submitting compelling grant proposals and transferring grant documents to the appropriate program for implementation upon award.

#### **DESCRIPTION OF DUTIES:**

- Research, evaluate, and identify funding opportunities.
- Read and adequately interpret documents, reports, and correspondence.
- Pursue grant proposals that support the Office of Grants and Research, tribal department or program, or the Cheyenne and Arapaho Tribes.
- Collaborate with departments to fulfill their goals and objectives.
- Organize and host grant-writing team meetings, community listening sessions, and the equivalent.
- Develop relationships with key stakeholders.
- Collect, research, input, preserve, and retrieve data.
- Maintain proficient knowledge of program history.
- Develop and use data collection systems and tools.
- Write coherent, organized, and compelling proposals.
- Produce quality work products within tight time constraints.
- Solicit feedback to improve grant applications.
- Calculate, construct, and incorporate figures for grant budgets.
- Prepare, present and submit grant applications, data, and reports.
- Furnish prospective funders with supporting documents.
- Maintain records in hard copies and computer databases.
- Serve as a liaison between the funding agency and the tribal program.
- Transfer award to the appropriate program and provide training and technical assistance on grant reporting upon award.
- Present adherence to and execute the Office of Grants and Research's mission.

#### **Qualifications:**

- Bachelor's degree required.

- 2+ years of grant writing experience.
- Demonstrates a track record of securing external funding opportunities.
- Excellent knowledge of external funding information sources.
- Proficient with measuring and reaching financial goals.
- Proficient with Microsoft Office Suite.
- Ability to operate and manage grant submission and reporting platforms.
- Excellent communication skills, both verbal and written.
- Strong people skills.
- Demonstrate attention to detail.
- Excellent organizational skills.
- Ability to implement systems and follow-up processes.
- Ability to meet deadlines.
- Able to work outside regular working hours when necessary to meet deadlines or goals.

**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

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