



COWLITZ INDIAN TRIBE  
DEPARTMENT OF HUMAN RESOURCES  
JOB ANNOUNCEMENT

**GRANT WRITER**

**POSITION DESCRIPTION**

**Title:** Grant Writer

**Schedule:** 8 am to 5 pm- Monday through Friday

**Location:** Longview, WA

**Classification:** Full time

**Opening Date:** January 18, 2019

**Salary Range:** \$22.00 to \$28.00

**Closing Date:** February 1, 2019 or until filled

**SUMMARY:** Prepares proposals for submittal to potential funding sources to obtain funds for ongoing or special institutional projects by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Identifies and researches corporate, foundation, and government sources of funding.

Researches funding source proposal requirements and submittal deadlines and maintains report deadline calendar.

Interviews program managers to determine goals and objectives, scope, feasibility, and funding needs for programs.

Gathers and maintains current files on institutional programs and projects.

Prepares grant/project budgets using spreadsheet software.

Writes, edits, and proofreads proposals and reports to corporate, foundation, and government funders.

Prepares, assembles and is responsible for delivery of proposal documents.

Tracks status of proposals and follows up to provide additional information as required by funding sources.

## **QUALIFICATIONS**

At least one (1) year experience with federal contracting, budget and grants administration.

Candidate must have excellent written and verbal communication skills, be proficient in research, interpreting, and analyzing diverse data and possess the ability to work collaboratively and independently.

Must have strong computer skills, including word-processing, spreadsheet, e-mail and Internet browsing.

## **PREFERRED QUALIFICATIONS:**

Tribal experience, knowledge of tribal government and experience with Federal contracting, budgeting and grants administration.

One (1) year experience working for a tribal government or Indian agency.

## **EDUCATION and/or EXPERIENCE**

Bachelor's degree (B. A.) from four-year college or university and three to five years experience and/or training.

## **ADDITIONAL REQUIREMENTS**

Valid driver license

Must submit to and pass criminal history background check and drug screen.

The Cowlitz Indian Tribe is an Equal Opportunity Employer, and a Drug & Alcohol-Free workplace.

Except as provided by Title 25 CFR, Section 472 which allows for Indian preference in hiring, the Cowlitz Indian Tribe does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership or non-membership in an employee organization.

## **Please mail or fax resume and cover letter to:**

Human Resources Department  
Cowlitz Indian Tribe  
P.O. Box 2547  
Longview, WA 98632  
Fax: (360) 578-1641

