

Grant Writer/Planner #2020-34 (STROUD) This position is responsible for identifying and developing a variety of programs and projects to create: (1) continuous sources of funding to Sac and Fox Nation for services to Native Americans within tribal jurisdiction; and (2) employment opportunities for Sac and Fox Nation members. Provides administrative oversight of all grants/contracts funding activities for the Nation. Ability to analyze and interpret complex data, and to develop meaningful reports, charts or graphs reflecting this data for effective presentations. Ability to write, or to direct the writing of effective proposals/grants/contracts, etc. Basic knowledge of federal regulations. Thorough skill in exercising good judgment; analytical skills; organizing and presenting facts clearly and concisely; and in planning, forecasting and evaluating. Ability to work well under pressure of short timeframes. Bachelor's degree in Planning, Sociology, Public Relations, English, Communications, or related field, with a proven track record of writing successful proposals and grants, and at least three (3) years of related professional level experience.