

**MIAMI NATION  
JOB ANNOUNCEMENT**

**POSITION TITLE: GRANT WRITER**  
**STATUS: FULL-TIME**  
**CLASSIFICATION: EXEMPT**

**DATES OF POSTING PERIOD: SEPTEMBER 8, 2021 – SEPTEMBER 22, 2021**

**JOB SUMMARY:** This position is responsible for the researching and writing of new grants and funding opportunities that are consistent with the mission and vision of the Miami Tribe of Oklahoma. This position is under the direct supervision of the Business Committee and will be located at tribal headquarters, Miami, Oklahoma.

**MAJOR JOB FUNCTIONS:**

- Identify and research grants and funding opportunities
- Write and submit proposal applications, support materials and pre-applications
- Works with Grant Review Committee with pre-application process
- Strategize funding approaches with program manager and appropriate personnel
- Work to develop funding for new projects identified and approved by program manager and appropriate personnel
- Record keeping that includes time lines for all funding received, applications submitted and future opportunities
- Maintains files for each grant or funding source to include copies of reports submitted by program director and/or accounting personnel
- Administer grant submission process
- Communication with funding agencies as needed during the grant process
- Assure that all required forms and paperwork are completed accurately in a timely manner

**OTHER JOB FUNCTIONS:**

- Provides assistance with reporting, as requested
- Provides assistance with the writing and submission of recurring grant and/or funding opportunities, as requested
- Works with appropriate department personnel in developing applications for budgetary items, expertise, goals and any required information to complete application process
- Other duties, as assigned

*This position includes, but is not limited to the job functions listed above.*

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in related field or equivalent experience
- Minimum of three (3) years experience in administration of grant writing process
- Knowledge of general office practices and procedures
- Computer literate, specifically Microsoft Office
- Must possess high integrity regarding confidential and sensitive information
- Must have the ability to work in a fast paced environment, multi-task and meet deadlines
- Excellent communication skills, both written and oral
- May be required to work beyond normal working hours
- Must be able to travel as required
- Must possess a valid driver's license and be insurable
- Must be drug free and successfully pass pre-employment and random drug screenings throughout employment

***DRUG FREE WORKPLACE POLICY:*** *Individual selected shall agree and abide by the Drug Free Workplace Act of 1988 and consent to drug screening prior to employment.*

***Preference in filling this position will be given to qualified Indian applicants in accordance with the Indian Preference Act and the Miami Tribe of Oklahoma Indian Preference Policy.***

Human Resource Officer  
Miami Tribe of Oklahoma  
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For complete job description and application visit: [www.miamination.com/employment](http://www.miamination.com/employment)