



Job Description Grant Writer

Department:	Administration
Reports To:	Planning/Development Director
FLSA Classification:	Non-Exempt
Wage Range:	9/10
Work Location:	On-site

Position Summary

The Grant Writer, under the supervision of the Planning/Development Director, supports the preparation, writing, and organization of grant applications, ensuring that all materials meet funder guidelines and SPIPA's strategic goals. This role is responsible for gathering necessary documentation, conducting research, and performing data entry tasks, such as uploading documents and populating submission platforms. The Grant Writer collaborates with internal staff and external partners to ensure the accurate and timely completion of grant-related materials.

In addition to grant writing tasks, the Grant Writer assists with fund development activities as directed, including research, file organization, and preparing related documentation. The position is located at SPIPA's Intertribal Professional Center on the Squaxin Island Reservation, near Shelton, WA.

Responsibilities

Grant Applications and Setup

- Assist with the preparation, writing, and organization of grant application materials, ensuring all required documents are gathered and comply with funder guidelines.
- Input grant details into application platforms, ensuring accuracy and adherence to each funder's requirements.
- Coordinate with Tribal partners, and SPIPA staff to ensure all required materials are ready for final submission.
- Support grant setup activities, including start-up meetings, MOA drafting, and assisting with risk assessments in compliance with federal regulations.
- Assist with activities that support compliance with 2 CFR 200, and other relevant regulations for pass-through entities, as applicable.

Post-Award Management

- Assist in gathering information and reports from both internal staff and external partners, such as Tribal representatives, to support compliance with grant requirements.
- Help maintain records and track amendments or changes to grants, supporting efforts in ensuring they align with both internal policies and funder guidelines.
- Assist with the preparation and submission of required post-award documentation, ensuring accuracy and alignment with established compliance standards.
- Support efforts to submit requests for extensions or modifications to grant agreements, including carry-over requests, and ensure the updated process follows the post-award setup.
- Support grant close-out efforts.

Other Responsibilities

- Assist with fund development tasks, including research, filing, and providing administrative support for fundraising initiatives as directed by the Planning/Development Director.
- Maintain organized records of all grant and fund-related activities and assist with compliance audits as necessary.

The Grant writer, as an employee of the South Puget Intertribal Planning Agency, is expected to collaborate and engage in a culturally humble way with all SPIPA programs to fully support the Agency's Vision, Mission, and Core Values in accordance with all Agency directives.

Qualifications

Education and Experience

- A Bachelor's degree in communications, business administration, nonprofit management, or a related field, with at least one (1) year of experience in grant writing, proposal development, or a related field OR;
- An Associate's degree in a relevant field with three (3) years of experience in grant writing, proposal development, or a related field, but we are open to training candidates with strong writing and research skills who are eager to learn.
- Experience working in nonprofit or tribal organizations.

Skills and Abilities

- Strong written and verbal communication skills, with the ability to gather and organize information for grant proposals.
- Comfort working with tools to assist in research, writing, and organization of grant materials.
- Basic knowledge of Microsoft Office Suite (Word, Excel) and the ability to learn grant submission software.

- Strong organizational skills and the ability to meet deadlines.
- Willingness to work collaboratively with internal teams, Tribal partners, and external stakeholders.

Other Requirements

- Must have a valid driver's license and be willing to travel to consortium Tribal reservations as necessary.
- Must pass a background check, including verification of education and work experience.

Physical Abilities: Bending at the waist; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; hearing and speaking to exchange information; seeing to read reports and data; lifting and moving small to medium size objects weighing up to 25 pounds; occasional travel to other SPIPA or tribal locations.

Salary Range/Fringe Benefits: Range 9/10. Benefits include medical, dental, vision, life insurance, and Agency contribution to a retirement program.

Confidentiality: This position will have knowledge of confidential personal information regarding others. The employee will be required to sign a Confidentiality Agreement and adhere to applicable standards.

Equal Opportunity: SPIPA is an equal opportunity employer. Native American preference applies in that we seek to hire qualified enrolled members of SPIPA consortium tribes, federally recognized Tribes, or Alaska Natives. Minimum qualifications must be fully met for all applicants to be considered for employment.

Drug-free Workplace: SPIPA is committed to providing a drug-free workplace for its employees, volunteers, and the communities it serves. This position requires successful completion of a pre-employment drug test.

To Apply:

Complete and submit a SPIPA employment application (<http://www.spipa.org>), a cover letter describing how your qualifications align with this position, and a resume including three work related references. **"See Resume" or omitting information is not sufficient for application completion.** You may also send application material to:

Archie Smith, Human Resources Manager
South Puget Intertribal Planning Agency
3104 SE Old Olympic Hwy
Shelton, WA 98584
archiesmith@spipa.org

**SPIPA Employment application is available online at <http://www.spipa.org>
under JOBS or by calling 360.426.3990**

Application screening will begin November 8th, 2024. Open until filled.