Job Description
Grant Specialist

Department:	**Administration**
Reports To:	**Planning/Development Director**
FLSA Classification:	**Non-Exempt**
Wage Range:	**8/9 $33.31 - $35.51 per hour DOQ**
Work Location:	**On-site**

Position Summary

Under the supervision of the Planning & Development Director, the Grant Specialist supports SPIPA and consortium Tribes by developing complete, submission-ready grant application packages for complex state, federal, and foundation opportunities. This position turns funder requirements into clear checklists and workplans; drafts and edits proposal narratives; assembles all required forms and attachments; coordinates with Fiscal and program staff; and completes portal submissions with audit-ready documentation. The Grant Specialist also provides targeted post-award support as assigned (report assembly, modification packets, and closeout file cleanup) to ensure department coverage across the full grant lifecycle. This position is located at the SPIPA Intertribal Professional Center (IPC) located on the Squaxin Island Reservation near Shelton, WA.

Responsibilities

- Build a Notice of Funding Opportunity-based application checklist (every requirement, every attachment, every format rule) and manage internal due dates to produce a submission-ready package.
- Draft and revise proposal narratives and required written components using program inputs and stakeholder guidance.
- Assemble complete application packages (forms, attachments, letters of support, required policies/certifications, resumes/position descriptions, and other required components).
- Coordinate with Fiscal for budget inputs; ensure budget narratives match the Fiscal-approved budget before Board routing.
- Use funder requirements and instructions and SPIPA's internal standards to ensure submission-ready packages and a clear record of reviews, approvals, and versions.
- Submit via required portals (e.g., Grants.gov and agency systems) and save proof of submission, confirmation numbers, and final submitted copies of application materials.
- Provide post-award support as assigned (drafting/formatting report sections, assembling attachments, compiling modification packets, closeout activities and maintain a clear record of reviews and approvals).

The Grant Specialist, 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 OR;
- Comparable combination of education, training, and professional work experience.
- Experience working in nonprofit or tribal organizations.

Skills and Abilities

- Strong writing, editing, and communication skills, with the ability to gather information and produce clear, funder-aligned proposal narratives.
- Ability to read complex application instructions (Notice of Funding Opportunity, Notice inviting Applications etc.) and translate them into checklists, workplans, and complete submission packages.
- Strong document assembly and quality control skills (tracking requirements, managing versions, verifying attachments, and meeting deadlines).
- Comfort using tools to support research, writing, and organization of grant materials; ability to work within SPIPA's templates, checklists, and file standards.
- Proficiency with Microsoft Office Suite (Word, Excel) and the ability to learn grant submission portals/software (e.g., Grants.gov or similar systems).
- Ability to work collaboratively with internal teams, Tribal partners, and external stakeholders in a culturally sensitive and professional manner.

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 8/9 ($33.41 - $35.55 per hour DOQ). 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

Go to spipa.org/jobs and click "APPLY HERE!". You will be taken to the Current Openings page. Select the position you are applying for and complete the online application.

Do not apply via third party websites.

Complete applications include the following attachments:
- **Cover letter** describing how your qualifications align with this position
- **Resume** including three work-related references.

"**See Resume**" or **unfilled work experience** will result in incomplete application.

If you have questions or need assistance, contact Archie Smith, Human Resources Manager, at 360.426.3990, or archiesmith@spipa.org

Application screening will begin 11/30/2026. Open until filled.