

# Little Traverse Bay Bands of Odawa Indians

## Job Posting - REPOST



**Job Title:** Grant Facilitator II

**Department:** Department of Grants Facilitation

**Reports to:** Grant Facilitator I

**Salary Range:** \$55,281 - \$82,922 Annually

**Status:** Exempt

**Level:** C45

**Opens:** October 18, 2024

**Closes:** Until Filled

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**SUMMARY:** Leads and guides the development, implementation, evaluation and refinement of proposed projects and identifies and targets all types of programs for development. Develop resources; research and write proposals and grant applications for submittal to potential funding sources to obtain funds for ongoing or special programs for the various Departments within the LTBB Tribal Governmental organization.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Review literature dealing with funds available through grants from governmental agencies and private foundations to determine feasibility of developing new programs and/or for supplementing Departmental program annual budget allocations.
- Discuss program requirements and sources of funds available with administrative personnel.
- Implement Council-approved "Grants, Donations and Other Funding" policy to ensure LTBB internal grant process are followed.
- Prepare motions and related-documentation for Executive and Tribal Council review and approval.
- Assist Department Directors/Managers and personnel with determining and developing program goals and objectives, scope, feasibility, and budget needs for programs.
- Coordinate grant preparation, write grant and assemble application according to funder requirements. If necessary, meet with representative of funding sources to work out final detail of proposal. Submit grant proposals in a timely manner.
- Track status of submitted proposal and follow up to provide additional information as required by funding sources.
- Gather and maintain supportive statistical data on the Little Traverse Bay Bands of Odawa Indians, on the various Departments and Programs providing services to Tribal Members, and on local/regional/state/national trends and topics, as related to LTBB needs.
- Monitor paperwork connected with grant-funded programs.
- Prepare and submit funder-required grant modifications, as required and needed, to external funders with collaboration and guidance from grant Project Director.
- Serve as a liaison between LTBB and external funders.

- Develop master grant books on all funded grants.
- Other duties as assigned.

**EDUCATION AND EXPERIENCE:**

Bachelor's Degree in Business, Communications, English or a related field, and minimum of 3 years grant writing experience and at least 5 years' experience in grant management required. Experience working with Tribal governmental organizations and knowledge of federal program guidelines preferred.

**KNOWLEDGE, SKILLS & ABILITIES:**

Must have project management skills with five years' experience. Must have strong analytical and organizational skills. Must have knowledge of institutional and organizational funding principles, methods and procedures. Must have experience in budget preparation and fiscal management. Must have advanced grant writing and preparation skills with knowledge of computer software programs. Must be capable of supporting multiple tasks and projects simultaneously. Must have quality communication, verbal and written skills. Must be a team player with a proven track record. References are required.

**COMMENTS:**

Indian preference will apply. Individuals must pass a thorough background investigation, including criminal and employment.