



Employee Job Description		
Position Title: Grant Writer		
Position ID #		
Facility: Education building		
Job Family: Education	Comp Grade: Pay Rate (Scale Level)	Status: Full-time

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

Position Summary:

The St. Croix Education Grant Writer position will research, prepare, submit and maintain various Federal, State, local and tribal funding as needed in collaboration within our Youth, Truancy, Juvenile Justice, Higher Education, Native language and Arts, and Tribal Food Sovereignty programs within St. Croix Tribal Education.

Essential Functions:

Securing, overseeing, and making sure we maintain compliance for all grants which will assist in reducing tribal costs for our department. The use of good organizational skills to manage multiple grant applications with a strong attention to detail, will be necessary to ensure all grant proposal requirements and deadlines are met. The Education Grant Writer, must possess an understanding of budgeting and financial reporting to prepare accurate and compelling financial requests and reports. Experience with non-profit fundraising, institutional donors, and proposal writing will be necessary.

Grant Writer Job Duties:

- Will research and identify potential grant opportunities that align with the department’s goals and needs with the use of excellent up to date skills in technology.
- Will require excellent written & verbal communication skills to write, edit, and apply grant proposals that effectively fulfill the goals of the Education Department.

- Will also be expected to collaborate with peers within the Education Department to gather necessary information for grant proposals.
- Will be expected to track the status of and make reports on, the progression of submitted grant applications as well as maintain accurate, up to date records of this process.
- Will use good analytical skills to evaluate the effectiveness of grant-funded programs and make improvements as necessary.
- Will be required to stay updated on grant writing practices, trends in education funding, and regulatory changes that might affect our department's eligibility for grants.
- Will be required to develop and maintain healthy business relationships with potential and current funders for future opportunities.
- Assist as needed within the education team (fundraising, government workshops/conferences and youth events.
- Any other duties assigned by supervisor

Note: The essential functions are intended to describe the general contents of and requirements of this position and are not intended to be an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

Type of Supervisory Responsibilities: N/A

Supervisory Responsibilities: Use to list any expected, or N/A

Directly Reporting to: Karen Washington

Matrix of INDIRECT Reporting: St. Croix Tribal Council

Scope and Complexity:

Interacts with all levels of management and employees; often trusted with maintaining confidentiality and relaying highly sensitive information, and appropriate application of business operations and practices.

Physical Demands/Environment Factors: OE-Typical Office Environment: (Accountant, Administrative Assistant, Consultant, And Program Manager) – Examples listed below:

- Requires extensive sitting with periodic standing and walking.
- May be required to lift up to 50 pounds.

- Requires significant use of personal computer, phone and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone.
- May require off-site travel.

Minimum Qualifications:

- Proficiency level typically gained through a combination of bachelor’s degree and hands on experience.
- Must demonstrate ability to assess customer and business needs and formulate plan of action. Able to identify potential issues and proactively contain and manage challenges.
- Requires elevated level of computer skills and ability to access information in meaningful ways.
- Requires skill in conflict resolution and team building.
- Must have demonstrated ability to work collaboratively with all levels of employees and managers.
- Requires effective presentation, verbal and written communication skills.
- Needs commitment to timeliness and attention to detail for acceptable customer service.

Preferred Qualifications:

- Bachelor’s degree in Communications, Marketing, or Community Organization and Advocacy.

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

EEPID	Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.