

**Job Title:** Grant Writer  
**Salary:** \$12,500 annually  
**Location:** Remote  
**Supervisor(s):** Appointed Tribal Council Liaison  
**Status:** Exempt  
**Classification:** Part-time



**Qualifications:**

- Proven prior grant writing experience with proven funding successes required.
- Familiarity with the Meherrin Indian Tribe and the North Carolina Commission on Indian Affairs is preferred.
- Able to work independently with minimal supervision, as well as on a team, as necessary.
- Preferred experience in writing program evaluations and statistical qualitative and quantitative reports to fulfill government and private entity grant requirements.
- Excellent communications skills, both written and spoken; ability to handle demanding situations in communications with donors, corporate partners, colleagues, and the public; able to assess the nature of the audience to communicate effectively with diverse groups and individuals.
- Proficient in Microsoft Office, ability to learn software particular to the organization.
- Must be able to create documents free of spelling and grammatical errors.
- Must demonstrate superb organizational skills; keep office, documents, and files organized.
- Ability to maintain up-to-date records.
- Ability to preserve confidentiality and exercise discretion in organizational matters.
- Ability to multi-task and adapt to changing or new priorities and duties.
- Must be authorized to work in the United States.

**Job Requirements:**

- Prepare and submit grant applications and proposals for existing or proposed projects that require unbudgeted funds.
- Prepare grant applications including writing or amending program descriptions and compiling required data.
- Collaborate with Tribal Council regarding financial needs and secure needed funding each year.
- Research and perform data collection to identify potential grant opportunities for the Tribe.
- Prepare and submit compelling grant proposals in the draft and final form with supporting documents to acquire funding and secure capital for the Tribe each year.

- Maintain a grants deadline calendar and meet deadlines for submissions.
- Gather information necessary to prepare interim and final project reports to funding sources.
- Maintain an accurate database of current and prospective grant opportunities, as well as current grant awards to ensure accurate and timely reporting.
- Communicate regularly with Tribal Council on the status of pending grant proposals.
- Collaborate on all grant projects with a co-grant writer.
- Actively pursue at least 10 grants with supporting documentation annually.

**\*\*Interested candidates must submit a resume along with 3 professional references to [mherrincouncil@gmail.com](mailto:mherrincouncil@gmail.com) by November 26, 2022.**

*U.S. Equal Opportunity Employment Information: We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.*