



# SEALASKA HERITAGE

## POSITION DESCRIPTION

### Grant Writer

## INFORMATION

Department:	Administration
Reports to:	Chief Operating Officer
Location of Work:	Juneau, Alaska
Salary Grade:	(DOE)
Employment Category:	Full-time
Classification:	Exempt
Date:	February 8, 2017

## SUMMARY/OBJECTIVE

This position is responsible for developing and writing grant proposals and providing logistical support for program and project development activities. The Grant Writer will prepare multiple grants of various sizes at one time, often with overlapping deadlines. The person in this position must be meticulous with details and able to shift gears quickly.

## ESSENTIAL FUNCTIONS

1. Responsible for conducting the full range of activities required to prepare, submit, and manage grant application and proposal letters to various sources.
2. Identify opportunities for grant sources through research and investigation.
3. Make calls and write letters requesting grant application materials from various public and private sector funding sources.
4. Independently organize proposals and application materials for final and timely delivery to funding agents.
5. Establish and maintain a database of and Native cultural education information for incorporation into grant applications.
6. Coordinate logistics and scheduling for fund-raising committee activities.
7. Other duties as assigned.

## COMPETENCIES

1. Knowledge of Southeast Alaska Native cultures and communities.
2. Ability to promote and enhance cross-cultural understanding through written and oral communication.
3. Ability to establish working relationships with other institutions, organizations, and individuals at community, state, national, and international levels.

4. Ability to communicate effectively and represent SHI to the media, potential donors, Indian tribes and representatives, community organizations, and the public.
5. Extensive attention to detail, ability to deeply focus and shift focus quickly.
6. Strong team building skills.
7. Excellent technical abilities.
8. Excellent analytical skills

### **SUPERVISORY RESPONSIBILITY**

This position will have no direct reports.

### **WORK ENVIRONMENT**

This position's duties are performed at the Walter Soboleff Building. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

### **WORK DEMANDS**

While performing the duties of this job, the employee is regularly required to verbally communicate. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, and climbing all day. The employee must frequently lift and/or move objects up to 20 pounds and occasionally lift and/or move objects up to 50 pounds.

### **POSITION TYPE AND EXPECTED HOURS OF WORK**

This is a full-time benefited position, working 37.5 hours a week. Regular hours are Monday through Friday, 8:00am - 4:30pm.

### **TRAVEL**

None to minimal.

### **REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor of Arts or Science Degree in business, education, public administration or related field.
- Minimum 2 years of experience grant writing and with non-profit fundraising.
- Experience working in deadline-driven environments.



## **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

