



JOB ANNOUNCEMENT

POSITION:

Federal Funding Navigator (Professional Grant Writer)

DEPARTMENT:

Department of Business and Economic Development

POSITION LOCATION:

This position will be based in Anchorage, AK.

POSITION CLASSIFICATION, HOURS & WORK SCHEDULE:

Regular Appointment; Full Time; 40 hours per week.

Background: Tribes own and/or influence the management of nearly 140 million acres in the United States. Many also have cultural ties to their ancestral homelands that may be hundreds of miles away from their current homelands. Tribes' connections to the stewardship of these regions' dates to time immemorial, and their cultures are inextricably linked to the fish, wildlife, and plants that they live in relationship with on these landscapes. As rapid and accelerating climate change continues to threaten both the natural and built environments that Tribes depend upon there has been a push to get more funding resources to Tribes.

Despite these advancements, many of the 574 federally recognized Tribes, especially within Alaska, face challenges in accessing these new funding opportunities due to limited capacity, technical and logistical barriers, and societal isolation.

JOB SUMMARY:

The Aleut Community of St. Paul Island Tribal Government is seeking a qualified individual to fill the role of a Federal Funding Navigator/Professional Grant Writer. This position is intended for career professionals with an expressed interest in supporting a Tribal Government in advancing proposals for funding a range of strategically focused projects and opportunities. This position will directly engage with Tribal Government staff to enhance grant seeking and writing capabilities, foster vital connections, and ensure robust, two-way communication between all those involved in the grant writing development process. This position both supports the development of ideas, projects, and proposals but also may guide the process for other positions or professionals, enhancing their skillsets and offering training or mentoring in the Federal grant process. The grant writer will be part of a support team that works with multiple internal and external stakeholders and coordinates those efforts with executive oversight, input and guidance to assure alignment with identified Tribal goals. As such, communication and teamwork are essential qualifications within the role. Once identified grant opportunity are developed, the grant writer will assume various project design support tasks, including, but not limited to, needs assessment; identification of evidence-based program models and strategies; and development of logic models, theories of change, goals and objectives, outputs, outcomes, indicators, timelines, and evaluation plans. In addition to project design support tasks, ACPSI may elect to assign to the Consultant other technical support tasks, including, but not limited to, coordination of proposal writing, writing of discrete proposal sections, and proposal editing and proofreading.

This position will be situated at the Anchorage offices of the Tribal Government of St. Paul Island. The position will collaborate with Tribes to develop projects in the Bering Sea/Aleutian including rural and coastal Alaska regions and will often be helping spearhead tribally led initiatives. This position will be part of a cohort of Federal Funding Navigators placed within similar regional partnerships, and Navigators will work closely together on shared responsibilities and regional overlap.

ESSENTIAL RESPONSIBILITIES AND FUNCTIONS:

The following are the Essential Job Functions of the Federal Funding Navigator/Grant Writer include the following:

1. Study and understand the history, structure, objectives, programs and financial needs of the organization.
2. Research grant opportunities from government and non-government agencies.
3. Draft grant proposals and supporting documents based on the funding requirements of the organization.
4. Enhance the grant seeking and writing capabilities of Tribes by providing training, resources, and support. Ensure Tribes are well-equipped to pursue and manage funding opportunities.
5. Submit proposals to Directors for approval.
6. Respond to internal and external queries on drafted and submitted proposals.
7. Maintain positive relationships with fund providers and other stakeholders.
8. Maintain records and submit reports related to grant opportunities.

MINIMUM QUALIFICATIONS:

1. Must be at least twenty-one (21) years of age.
2. High School diploma or GED equivalent.
3. Valid state driver's license and clean driving record.
4. Successful background check and drug test.
5. Must be responsible and a team player.
6. Must be able to communicate effectively, orally, and in writing.
7. Must be able to lift 50 pounds or more.

REQUESTED SUBMISSIONS WITH APPLICATION:

- **HISTORY** – Provide relevant work history, experience, and examples of past performance
- **PROJECT EXPERIENCE** – Describe the individual's expertise in the preparation of grants. Specific expertise in infrastructure, scientific or research proposals, economic development, and tribally focused grants is preferred. Knowledge of Federal contracting rules, regulations, and fiduciary requirements for grants is also preferred. Please highlight relevant experience in these or related fields.
- **SUCCESS RATE** – Describe the success rate of submitted applications specializing in cultural, scientific, research, economic development, diversification, or economic focused grants, infrastructure and Tribal projects, or any other relevant successes related to procurement of project or program funding for Federal or State funds. Capitol projects may also be part of the provided documentation. Provide examples of the type, scale, and scope of previous successfully funded grant proposals.
- **REFERENCES** – Provide references and contact information for previous projects.
- **TRIBAL INVOLVEMENT** – Describe experience working with tribal governments or other Alaska Native organizations, nations, tribes, or communities, and examples of Alaska Native or American Indian involvement on previous projects.

SALARY AND BENEFITS:

This is a salaried position with a compensation rate of \$78,000-\$91,000 annually. Wage will vary based on prior experience, education, skills, and certifications/training. Benefits include, Paid Time Off (Starting at 6 hours per pay period/156 hours per year); 16 Paid Holidays, Health Benefits; 401K; Employee Education Assistance.

DEADLINE:

This position is open until filled. Apply at the Tribal Government of St. Paul during normal business hours by completing an Application for Employment or by requesting and completing an Application for Employment electronically. Applicants with incomplete applications will not be considered for the position. For an Application for Employment or more information contact Rene Warner, HR Manager at rwarners@aleut.com.

The Tribal Government encourages the applications from Alaska Natives and American Indian applicants, considering such applications favorably during the hiring process. Posted 23 May 2024