



NEVADA URBAN INDIANS, INC. JOB DESCRIPTION

Title: Grant Writer
Department: Administration - Full-Time
Exemption: Non-Exempt
Supervisor: CEO

DESCRIPTION:

The Grant Writer is responsible for researching and soliciting grants from government agencies, foundations, corporations and other funding sources that fit the goals and objectives of Nevada Urban Indians.

MINIMUM QUALIFICATIONS:

Minimum three years' grant writing experience that demonstrates a proven track record of writing successful proposals and reports to government agencies, foundations, and corporations. Two to three years' experience with data collection, analysis and reporting Bachelor's degree in English, Journalism, Media, or related field. Must have a current CPR card or be able to obtain one.

ESSENTIAL FUNCTIONS: Duties and responsibilities may include, but are not limited to:

- Research and identify funding opportunities and/or new grants to match and/or expand program services.
- Write proposals, reports, letters and supporting documents to apply for renewed and/or prospective funding from corporations, foundations, state and federal agencies, etc.
- Maintain regular communication with Chief Executive Officer on upcoming grant opportunities, grant application guidelines, and project deadlines.
- Develop timelines, strategy and structure work flow to execute work plans and ensure timely submission of applications.
- Conduct information-gathering activities with Program staff to develop grant applications.
- Engage with program representatives of various organizations to solicit invitations and submit proposals with the intent of collaboration.
- Play an integral role in the performance of data gathering including surveys, interviews, observation, case studies or focus groups.
- Provide analyses to report on demographics, outcomes, and other information critical to measuring the success of NUI programs for quality improvement.
- Evaluate programs utilizing data entry, data validation and verification, data management, data analysis support and reporting.
- Be responsive and flexible in change management/process.
- Maintain communication and high standard of professionalism, efficient in time management and strict deadlines, punctual, and attention to details.
- All other duties as assigned

SPECIAL NOTE:

Nevada Urban Indians, Inc. is an equal opportunity employer and encourages all qualified applicants to contact the agency about employment opportunities. Indian hiring preference may apply in accordance with the Indian Preference Act (Title 2 U.S. Code, Section 472 and 473) and the Indian Reorganization Act of 1934. NUI requires all employees to demonstrate proof of receiving a COVID-19 vaccination as a condition of their employment.