



NEVADA URBAN INDIANS, INC. JOB DESCRIPTION

Title: Grant Writer
Department: Administration
Exemption: Non-Exempt
Supervisor: Chief Executive Officer

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. The Grant Writer also plays a key role in identifying, gathering, analyzing, and reporting data that measures demographics, outcomes, and success of Nevada Urban Indians programs. Using these measurement tools, the Grant Writer creates analytics that can be used for reporting to the board, funding sources, community partners, and others that share in the success of Nevada Urban Indians outcomes.

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.
Certification from American Grant Writers' Association (AGWA) and the Grant Professionals Association (GPA) is a plus. 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.
- Provide consultation, planning and strategizing with Program staff throughout the process.
- 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.
- Provide analyses to report on demographics, outcomes, and other information critical to measuring the success of NUI programs for quality improvement.
- Be responsive and flexible in change management/process.
- Maintain communication and high standard of professionalism, efficient in time management and deadline, punctual, and attention to details.
- Ability to understand timelines and strict deadlines; prioritize projects, and maintain organization.
- 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 to some positions dependent upon funding agency (i.e. Bureau of Indian Affairs, Title V, and Indian Health Service funded positions).