

## JOB ANNOUNCEMENT

### Grant Writer

**OPENING DATE:** March 29, 2017  
**REVIEW DATE:** Extended to May 1, 2017  
**CLOSING DATE:** Open until Filled  
**START DATE:** ASAP or 2 weeks after acceptance  
**LOCATION:** NWIC Main Campus  
**SALARY:** \$53,000 Max. DOE

The salary placement upon hire will be based on the selected candidate's education and relevant work experience as outlined in the job announcement and the established salary schedule for the classification of position to be filled.

*Northwest Indian College hiring practices include adherence to the Indian Preference Act (Title 25, U.S. Code, Section 473). NWIC supports and provides equal opportunity employment and educational opportunities without regard to race, color, religion, national origin, sex (including pregnancy), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information.*

### SCOPE OF WORK

This position is critical to the College's success in securing funding necessary to provide quality instruction to students through the various programs, and the results of the Grant Writer's work is institution-wide and impactful. The College is seeking a highly experienced professional grant writer with top shelf skills, and a proven ability to produce clear and compelling proposals that are funded. This position will require the ability to develop a solid understanding of the goals and objectives of the institution and the issues on which funding proposals will be based, apply professional knowledge of grants in recommending funding sources and understanding the needs of the College and the organization that is offering the grant funds. This position requires knowledge of and ability to interpret complex governmental regulations and engagement with funders, as well as computing skills at a high level. This position requires an advanced level of knowledge and experience using online databases and other sources to locate biographical, financial and philanthropic information, as well as the ability to conduct effective research to produce technically correct and relevant data.

Under the general direction of the Vice President – Office of Research and Sponsored Programs, this position will be instrumental in leading others (administrators, faculty, and managers who have been authorized to pursue funding that is compatible with the NWIC Strategic Plan), including individuals and teams in planning and decision-making to prepare and submit grant applications within agency deadlines. This position also uses the funding priorities identified in the Strategic Plan or Program Work Plans to develop an Annual Sponsored Program Agenda, track progress and prepare the annual report on success rate.

Highly proficient writing, analytical, research and teamwork skills are essential. The successful candidate must be self-motivated, detail-oriented and highly organized. The successful candidate must also possess an ability to work well under pressure, including the ability to seek and synthesize information under pressure, and the ability to communicate in a compelling and succinct form.

Candidates who are selected for interview will be asked to produce examples of previous grant proposals and an indication of their grant funding success rate.

## **DUTIES & RESPONSIBILITIES**

1. **Proposal Brainstorming**: Coordinate with content experts on program planning including defining program need, project plan, proposed activities, approach, and performance measures.
2. **Budget Development**: Develop budgets within allowable costs of the grant agency to support the project.
3. **Technical Writing**: Write proposals in the appropriate style and terminology for the readers of the application, making sure to follow any special instructions provided by the funding source. Communicate with funding agency contacts to get clarification on any aspect of the proposal process as required.
4. **Prospect Research**: Locate funding sources that support the College's mission, goals, and needs of programs.
5. **Program Planning**: Utilize needs assessment results in program plan with sufficient detail to define why, who, what, where, and when, as well as to evaluate how and how much. Understanding and use of the Logic Model as a planning tool is expected.
6. **Project Management**: Track multiple tasks and multiple projects as necessary, including working on the various components of grant proposals such as Abstract, Table of Contents, Purpose, Approaches, Methods, Project Management, Key Personnel, Evaluation, Budget, and Budget Justification.
7. **Evaluation**: Assist in the development of Evaluation Plans for each project including defining Level of Rigor, Objectives (outcomes) with Indicators, Data Sources, Instrument Type and Instrument Method of Evaluation, and Targets for Success. Work with grant staff, Office of Institutional Assessment and Office of Institutional Research to determine Data Collection, Data Analysis, and report Evaluation Results.
8. **Technology**: Use Microsoft Office (especially Word and Excel); Adobe Acrobat (PDF) and other software to create, merge, and edit documents; learn and use online grant programs to research and submit grants (Grants.Gov, FastLane, etc.).
9. **Professional Development**: Participate in webinars, workshops, or conferences offered by grant agencies.

## **SUPERVISORY RESPONSIBILITIES**

There are no supervisory responsibilities assigned to this position.

## **QUALIFICATIONS:**

### **Minimum Qualifications**

- Bachelor's degree in communications, English or related field required
- At least three years of professional experience as a grant writer assigned to complex and difficult grants
- Experience working in teams and creating and managing budgets
- Ability to make contacts and develop positive relationships with federal funding agencies, foundations, tribal and corporation organizations, and other public and private organizations
- Strong written and verbal communication and independent working skills, especially verbal skills, research, interpreting and analyzing skills
- Knowledge of research methods and program evaluation
- Ability to utilize effective project management skills: ability to track multiple tasks and multiple projects from beginning to end
- Computer skills: intermediate proficiency in Microsoft Office, especially Word and Excel; intermediate skills in converting documents to PDF, importing and exporting objects, pictures, etc. into documents
- Ability to develop a working knowledge of the NWIC organization including:
  - NWIC Strategic Plan
  - NWIC Assessment Plan
  - NWIC Master Plan and Capital Campaign Goals
  - Current Initiatives (e.g., First Year Experience)
  - Evaluation resources—such as *Assessment in a Tribal College Context* (Karlberg); and *Indigenous Evaluation Framework* (LaFrance)

### **Preferred Qualifications**

- Master's degree in communications, English or related field is preferred
- Five or more years of experience involving complex grant writing
- Previous work experience in an academic environment is preferred
- Three years of previous experience working with tribal communities
- Sensitivity to Native American people and cultural customs

### **Other Qualifications:**

#### **Language Skills:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:**

Proficiency in the use of Spreadsheet software, especially creating and managing Excel spreadsheets; use of MS Word for word processing software, Windows applications and IBM-compatible computers, using Outlook, and searching the Internet.

**APPLICATION PROCESS**

Interested individuals should submit the following application materials directly to the NWIC Human Resources Office only.

1. Cover letter addressing how you meet the position qualifications
2. NWIC Application
3. Equal Employment Opportunity (EEO) form
4. Current and complete professional resume
5. Copies of Colleges transcripts (*official copy requested at time of hire*)
6. Three **letters** of recommendation from persons, who not members of your immediate family, who have firsthand knowledge of your qualifications for the position
7. If applicable to the position, provide copies of certificates/licenses/credentials

The job announcement and application forms are available online at [www.nwic.edu/jobs](http://www.nwic.edu/jobs) or may be requested from and submitted directly to:

Northwest Indian College  
Human Resources  
2522 Kwina Road  
Bellingham, WA 98226-9278  
Telephone/Fax: (360) 392-4230  
Email: [employment@nwic.edu](mailto:employment@nwic.edu)