



## **JOB ANNOUNCEMENT**

### **NW Indian College Foundation Grants Writer**

<b>Opening Date:</b>	September 13, 2021
<b>Review Date:</b>	September 27, 2021
<b>Closing Date:</b>	Open until filled
<b>Start Date:</b>	<b>As soon as possible</b>
<b>Location:</b>	Lummi Main Campus
<b>Salary:</b>	<b>\$50,000 to \$59,905 Max DOE</b>

The salary placement upon hire is 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**

Under the direct supervision of the NWIC Foundation Executive Director this position is responsible for the development of government, foundation and like corporate donor cultivation to meet the goals of the Foundation's Board of Directors of increasing financial support for Endowment, Student Scholarships and Institutional Support.

#### **DUTIES & RESPONSIBILITIES**

Program activities will include, but not be limited to, the following:

1. Develop grant applications to implement the NWIC Foundation goals.
2. Update the development schedule, plan, timeline and implementation of preparing grant applications for the year.
3. Develop grant applications and solicit contributions for our annual fund-raising activities, scholarships, and other activities established by the Board of Directors policies.
4. Maintain a NWICF paper and internet complete copy of each grant application within the NWIC Foundation Office.
5. Prepare a monthly report of grant applications researched, developed and submitted. Include updated contact information, program reporting dates, financial reporting requirements and tracking of contributions.

6. Assist in maintaining and updating NWICF contact information for the NWICF “Appreciation Mailing List” and invitations to NWICF events.
7. Assist and maintain program and financial reporting due-date requirements on the office NWICF Calendar of Program Requirements.
8. Share a student or grant application “Success Story” each quarter for the NWICF website and/or Board of Director’s Quarterly meeting.
9. Attend program related meetings and conferences as required by the Executive Director.
10. Provide other related program services as required by the Executive Director.

## **SUPERVISOR RESPONSIBILITIES**

There are no supervisory responsibilities assigned to this position.

## **QUALIFICATIONS to perform the position successfully:**

### **Minimum Qualifications:**

- Bachelor’s degree
- Two years of experience directly related to the duties and responsibilities specified
- Ability to work in a team environment to achieve strategic and departmental goals
- Proven grant development, management and reporting experience
- Strong interpersonal skills and an ability to work well with all people
- Excellent communications, technology skills and preparing reports
- Ability to organize tasks, information and interactions toward accomplishment of established goals
- Ability to be a self-starter and sustain a high level of activity with minimal supervision
- Ability to work evenings and week-ends as needed

### **Preferred Qualifications:**

- Previous experience researching, developing and successfully obtaining funding from Federal, State, Foundation, Corporate and like agencies.
- Previous experience working with Native Americans in a college setting and/or with a Native American community.

### **Other Qualifications:**

- Must have a current driver’s license and a driving abstract that meets employer qualifications for insurability.

## **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. NWICF Application
3. NWIC Equal Employment Opportunity (EEO) form
4. Current and complete professional resume
5. Copies of college transcripts (*can submit unofficial copies at time of application*)
6. Three letters of recommendation from persons, who are 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
8. Two to three samples of a complete Grant Application

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

Human Resources  
Northwest Indian College  
2522 Kwina Road  
Bellingham, WA 98226-9278  
Telephone/Fax: 360.392.4230  
Email: [employment@nwic.edu](mailto:employment@nwic.edu)