



# POTTER VALLEY TRIBE



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*Chairperson*  
**Salvador Rosales**

*Secretary*  
**Rosemary Rosales**

*Treasurer*  
**Losario Rosales**

*Member-At-Large & Appointed  
Spokesperson*  
**Norma Rosales**

**Grant Writer  
Job Description**

**Position:** Grant Writer  
**Location:** Potter Valley Tribal Community Center  
**Responsibility To:** Tribal Administrator/Tribal Council  
**Salary:** DOE

## Position Summary:

Under the supervision of the Tribal Administrator the primary responsibilities include preparation of proposals and grant applications, performance of responsible professional and administrative work in researching, identifying, developing and responding to public and private grant opportunities. Qualified candidates should possess excellent writing and computer skills (Microsoft Office Word, Access, PowerPoint and Excel), and database management skills. The candidate must be highly organized with the ability to implement systems and follow-up processes, able to effectively work under pressure, use independent judgment and produce a quality work product within tight time constraints. Previous experience will demonstrate a proven track record in securing new funding opportunities; comprehensive knowledge of research, and the ability to distinguish and identify funding opportunities for special programs.

**Duties and Responsibilities:** include the following, other duties may be assigned.

- Generate proposals and supporting documents in response to solicitations.
- Generate revenue for programs and services through timely submission of well researched, well-written and well-documented funding proposals.
- Research and identifies new government and private funding prospects
- Responsible for developing short and long term plans for the implementation of goals and objectives that provides operations plan including timetables and task assignment.
- Responsible for development of reporting and evaluation systems for monitoring all activities relating to the achievement of Tribal goals.
- Responsible for training and development of relevant personnel towards the implementation of funded grants.
- Make regular reports on the status of goals and objectives.
- Reviews and evaluates the performance of program goals and objectives; develop reporting mechanisms on the status of program/project/contract responsibilities.
- Completes progress and compliance reports for funding sources.
- Develops and implements any special administrative projects.

## Minimum Qualifications

- Associate's degree in Business & three years experience or equivalency.
- Excellent writing and communication skills.
- Demonstrated leadership ability.
- Must be able to work effectively and independently.
- Awareness and keen appreciation of Tribal customs and traditions.
- Knowledge of 501-C Non-Profit Organization Regulations.
- Ability to meet and effectively deal with Tribal organizations.
- Must have a valid California driver's license.

The Potter Valley Tribe of Pomo Indians is committed to a drug and alcohol-free work place; any offer of employment is conditional based upon a successful passing of a pre-employment drug test and background security check.

Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code 472 & 473 and PL 93-638. Appropriate verification of Native American status is required. Other than the aforementioned, the Potter Valley Tribe is an equal opportunity employer.

If the applicants should not meet the stated qualifications, applicants whose education and experience are less than the stated requirements may be interviewed and hired.