

## Grant Writer

The Seneca-Cayuga Nation is accepting applications for a Grant Writer. This position is under the general supervision of the Executive Director and is responsible to support the development and execution of the Seneca-Cayuga Nation's goals for economic and community expansion. The Grant Writer will support the administrative offices by assisting in successfully carrying out grants management, assisting in identifying and developing department goals and objectives and monitoring program compliance. Primary duties shall be to research and determine grant or project feasibility and to advise the Nation's administration of such findings, maintain historical data related to the Nation's funding sources as it may impact the social and economic development of the Nation's endeavors, and act as a liaison between the federal, state and municipal or private agencies when developing projects and programs which will impact the welfare of Tribal Members. This position will keep an ongoing database of all the Nation's grant programs that will include reporting responsibilities, grant compliance, and renewal information. The Grant Writer must write grants that support the Nation's goals and objectives, and construct the funding application requirements including budget justification, forms, certifications and all other application requirements. Minimum qualifications shall include a Bachelor's Degree in a related field such as Business, Project Management, Community Development or similar. A Master's Degree is strongly preferred. Must have a working knowledge of Generally Accepted Accounting Principles. At least two (2) years experience working in tribal programs preferred. Comprehensive knowledge of Native American culture and program functions will be beneficial. At least five (5) years experience with Government, civic or similar organization related to policy implementation, research, grant writing and project development required. Must have proven track record in successful grant writing (meaning awarded grants) and implementation which includes numerous competitive awards from a variety of federal agencies. Applications are available at 23701 South 655 Road, Grove, Oklahoma 74344 and online at [www.sctribe.com](http://www.sctribe.com). Resumes with applications may be submitted to Human Resources or online to [cjones@sctribe.com](mailto:cjones@sctribe.com) or [cbrown@sctribe.com](mailto:cbrown@sctribe.com). Tribal/Native American Preference will be observed. Posted Until Filled.

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