



Red Cliff Band of Lake Superior Chippewa Indians

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: redcliff@redcliff-nsn.gov

JOB DESCRIPTION

POSITION: Program Planner and Grant Writer

LOCATION: Red Cliff Tribal Office

SALARY: Negotiable depending on qualifications

SUPERVISOR(S): Planning Administrator

THIS IS A REGULAR FULL-TIME NON-EXEMPT POSITION

JOB SUMMARY: The Red Cliff Reservation is seeking a full-time person to act as the program planner. This person gets to work across Red Cliff Tribal Government Divisions, providing planning, development and fundraising (primarily via grant writing) assistance to various programs and initiatives. The job requires strong interpersonal, organizational, and writing skills in an environment that fosters collaboration, creativity and resourcefulness.

DUTIES AND RESPONSIBILITIES:

1. Provide planning support to the various divisions and departments of the Tribe to develop short and long-term program development and sustainability goals.
2. Prepare and submit grants (federal, state, foundation) in collaboration with division and department staff to develop and advance program goals and objectives.
3. Provide the divisions and departments of the Tribe with notices and opportunities for funding and technical notices associated with that funding.
4. Serve as a planning department liaison to Tribal divisions and departments by maintaining regular contact.
5. Maintain database in eCivis grants management software.
6. Assist with the maintenance of the Planning Department's internal grant application forms and processes, grants manual, and portal access to the various funding sources.
7. Ensure grant awards are processed in a timely fashion in collaboration with Administration, program staff and finance.
8. Monitor local, state, federal, and foundation funding opportunity notices and OMB rule changes as they relate to tribal priorities and needs.

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9. Divisions this position will work with directly are:
 - a. Family and Human Services
 - b. Education
 - c. Health Services
 - d. Public Works
 - e. Protective Services
 - f. Treaty Natural Resources
10. Attend meetings and trainings as needed.
11. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SUPERVISORY AUTHORITY: None

KNOWLEDGE, SKILL AND ABILITIES: Knowledge of planning, developing and funding programs and initiatives for the Tribe in some or all areas listed in items above preferred. Knowledge of Native American Tribes and/or previous work experience preferred. Demonstrated knowledge of planning, budgeting, contract preparation, management and project coordination required. Must have technical ability to use Microsoft applications.

QUALIFICATIONS:

1. Bachelor's degree in Planning or related field required.
2. Minimum of two years of federal, state, and foundation grant writing and planning experience required with experience writing for Tribal programs, preferred. Demonstrated experience in program planning and researching and writing funding proposals.
3. Excellent writing skills required, including demonstrated success in writing and securing funding for programs and initiatives. Superior communication and interpersonal skills and ability to work collaboratively with a wide range of personalities required. Candidates must be adept at prioritizing, integrating and coordinating program needs that at times may be competing and divergent.
4. Must have a valid driver's license, vehicle and appropriate vehicle coverage and maintain driver's eligibility as a condition of employment. Be eligible to be put on the tribe's vehicle insurance policy.

PERSONAL CONTACTS: Daily contact with the planning division staff, division directors and Tribal administrative staff.

PHYSICAL REQUIREMENTS: Primarily an office position that may require bending, lifting and reaching. May need to lift up to 25 pounds.

WORK ENVIRONMENT: Person will be required to work both within a office environment and outside in working with individual projects.

TRAVEL REQUIREMENTS: The ability to travel and attend meetings and trainings;

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overnight and out of town, both locally & nationally. Attend Tribal Council meetings as directed.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any behavior or attitude that tarnishes the name or image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

This job description is subject to change at employer's discretion, after consultation with the employee.

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:

1. Completed Tribal Application, to include work history and references; available on the Tribal website.
2. Tribal Background Investigation Disclosure; available on the Tribal website.
3. Cover letter and resume.
4. Post-secondary transcripts or certifications; if applicable.

POSTING DATE: September 28, 2020

DEADLINE: October 12, 2020 @ 4:00 p.m.

FOR FURTHER INFORMATION:

FOR FURTHER INFORMATION CONTACT:

Red Cliff Band of Lake Superior Chippewa

Human Resources Department

88455 Pike Road

Bayfield, WI 54814

www.redcliff-nsn.gov

hr@redcliff-nsn.gov

(715)779-3700

Ashley Poch, Human Resources Director ext. 4268 or

Diane Cooley, Human Resources Coordinator ext. 4267

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

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All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

EMPLOYEE BENEFITS PACKAGE

THE EMPLOYEE BENEFITS PACKAGE INCLUDES THE FOLLOWING:

1. A Health Insurance Plan which is through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Employees considered to be full time status will be required to pay 12% of the premium for the plan selected.
2. The Dental package is through Delta Dental. This benefit is offered at no cost to the employees with single or family medical coverage.
3. Short Term Disability is offered to all employees at no cost and pays 60 % of weekly pay for a maximum of 90 days if you get sick or injured off the job.
4. Life insurance of \$15,000 is included at no cost to all employees. Spouses are covered at \$7,500.00 and children are prorated. Employees can purchase additional life insurance from the plan provider at their own cost.
5. Profit Sharing Plan with a 401(k) component is offered to employees after one year of work, with a minimum of 1000 hours. The Tribe puts 3% of employee's wages into the Profit Sharing Plan.
6. The Tribe also offers General Leave to Full time employees. Employees will accrue 16 hours of General Leave per month and can accumulate up to 192 hours per year. After 5 years of employment, General Leave goes up to 20 hours per month with a maximum of 240 hours.
7. The Tribe observes a total of 11 paid holidays.