



AVCP Regional Housing Authority

Job Description

Job Title: Grant Writer

Department: Tribal Operations

Compensation: Range 5

Reports to: Director of Tribal Operations

FSLA Status: Exempt

Supervises: None

Job Status: Full Time, Regular

Job Summary

Under the direction of the Tribal Operations Director, the Grant Writer will oversee the planning, development and submission of specific funding proposals with focus on development and/or enhancement of AVCP – RHA services in the AVCP region. In addition, the Grant Writer will provide technical support and guidance to AVCP RHA members, communities and partner agencies relating to project management and supplemental grant funding for AVCP – RHA projects.

Job Qualifications

Minimum requirements:

1. Bachelor's Degree in Business, English, Journalism, or related field preferred; or minimum of five years extensive experience working in or with non-profit agencies.
2. Successful grant writing experience, for example, in large dollar projects.
3. Knowledge of the people, governmental structures, and economic conditions of the AVCP Region.
4. Knowledge of ANSCA, P.L. 93-638, 104-330 NAHASDA, and federal, state, and private sector funding processes and regulations.

Desirable:

1. Yup'ik speaking preferred.
2. Five or more years of experience in a computerized office setting and familiarity with MS Office programs including Word, Excel, Access, MS Project, Windows Operating Systems, Internet and related programs.

Duties and responsibilities but not limited to:

Job Requirements

1. Positive human and/or employee relations, strong written and oral communications skills
2. Bilingual competency (Yup'ik/English).
3. Ability to work independently with a high degree of accuracy and attention to detail.
4. Ability to meet deadlines.
5. Ability to learn, follow and apply a system of complex regulations, policies and procedures.
6. Ability to work independently, accurately and detailed in an atmosphere of frequent interruptions.
7. Ability to maintain complete confidentiality of all information obtained through interaction with employees and client interactions.

Job Duties

1. Under the supervision of the Director of Tribal Operations, incumbent will submit grant or contract applications to funding agencies for specific projects consistent with and relevant to the mission of AVCP – RHA, and work in close coordination with appropriate AVCP – RHA staff for guidance and to determine project and program requirements.
2. Incumbent will have oversight of grant planning functions for said specific projects, including ensuring that such proposals meet grant guideline requirements and include appropriate

attachments, resolutions, assurances, and other material required by AVCP – RHA and funding organizations.

3. Incumbent will develop and maintain networking with various government, state, local, and private entities to build partnerships and increase opportunities for funding successes for AVCP – RHA.
4. Incumbent will review federal register and grant announcements/press releases on a regular basis, and provide such information to the Director of Tribal Operations.
5. Incumbent will periodically review, for accuracy and relevancy, “boilerplate” narrative components and other supporting documents (charts, graphs, and diagrams and records comprehensively reflecting organizational background and AVCP – RHA related statistics) for grant/contract applications and develop new informational documentation as necessary.
6. Other duties as assigned.

Job Environment and Physical Demands

Work environment includes normal office work with extended hours of sitting and operation of standard office and computer equipment. As well as, requires moderate travel by small aircraft, and exposure to outside weather, extreme cold and wet or humid conditions. No unusual physical demands other than occasionally being able to lift 50 lbs.

This Job Description reflects the AVCP Regional Housing Authority’s best effort to describe the requirements and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications for the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read the Job Description and understand the requirements and qualifications for the job in return for salary compensation.

How to Apply:

A separate application must be submitted for each position applying for.

Submit a completed AVCP – Regional Housing Authority employment application and resume to:

<u>Mail to:</u>	<u>Deliver to:</u>	<u>Fax/email to:</u>
AVCP – RHA PO Box 767 Bethel, AK 99559	AVCP – RHA 411 Ptarmigan Road Bethel, AK 9559	1-907-543-4020 ATTN: Human Resources hr@avcphousing.org

Pursuant to Section 7(b) of the Indian Self-Determination and Education Assistance Act of 1975, 25 U.S.C. § 450e(b), AVCP – Regional Housing Authority agrees to give preference to Indians who can perform the work required regardless of age, sex, religion, or tribal affiliation for training and employment opportunities. To be considered under Indian Preference, you must provide verification with your application and resume. AVCP – Regional Housing Authority is an “At-Will” equal opportunity employer. All qualified applicants will receive consideration for employment without regard to their protected veteran or disabled status and will not be discriminated against.