

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 security and expansion. This position supports our administrative offices by assisting in successfully supporting our grants management, identifying department goals and objectives and monitoring program compliance. Primary duties shall be to research and determine grant or project feasibility and to advise tribal administration of such findings. This position also maintains historical data related to the Nation and as it may impact the social and economic development of the Nation's endeavors, acts as a liaison between the federal, state and municipal or private agencies when developing projects and programs which will impact the welfare of the Nation Members. This position will keep an ongoing database of all the Nations' grant programs that will include reporting responsibilities, grant compliance, and renewal information. Will write grants that support Tribal goals and objectives, construct the funding application requirements including budget, budget justification, forms and certifications and all other applicable application requirements. Minimum qualifications shall include a Bachelor's Degree in a Business, Communications or related field. At least two years experience with government, civic or similar organization related to policy implementation and research. Five years grant writing experience is preferred. Submit applications and resumes to cbrown@sctribe.com and/or clewis@sctribe.com. Applications are available at 23701 South 655 Road, Grove, OK 74344 and online at www.sctribe.com.

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