



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT-REPOST

JOB TITLE: Resource Development Specialist
SUPERVISOR: Director of Planning and Development
LOCATION: LDF Tribal Planning & Information Office
POST DATE: May 10, 2022
CLOSING DATE: Open until filled

General Description: The primary responsibility of this position is to be responsible for activities to secure private and public grant funding, including prospect research and cultivation, grant development, and proposal writing. The position will assist program managers and other staff develop strategies and grants to achieve the goals of the Lac du Flambeau Tribe.

Qualifications: Bachelor's Degree required, and successful experience in writing grant proposals.

Salary: Negotiable depending on experience.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

A. TITLE OF POSITION: Resource Development Specialist

B. DEPARTMENT: Planning and Development

C. SUPERVISOR'S TITLE: Director of Planning and Development

D. DESCRIPTION OF DUTIES: The primary responsibilities of this position is to be responsible for activities to secure private and public grant funding, including prospect research and cultivation, grant development, and proposal writing. The position will assist program managers and other staff to develop strategies and grants to achieve the goals of the Lac du Flambeau Tribe. Specific responsibilities include but are not limited to:

1. Assist tribal programs/staff to develop funding strategies for ongoing and new funding.
2. Prepare grant applications for corporate, foundation, and government sources of funding.
3. Research and review various sources of grant funding from governmental agencies and private foundations.
4. Assist in developing and facilitating grant-writing workshops.
5. Present completed grant applications and agreements to the Tribal Government.
6. Prepare grant letters, documents, public notices, and correspondence.
7. Track status of proposals and follow ups to provide additional information as required by funding sources.
8. Create and manage files on grants including proposals, contracts, resolutions, and amendments.
9. Responsible to questions and concerns regarding preparation of grant proposals.
10. Assist in grant administration and reporting.
11. Other duties as assigned by supervisor.

E. POSITION RELATIONSHIPS:

1. **Internal:** Frequent contact with the general public, administration and program managers.
2. **External:** Frequent contact with funding sources, representatives and other data resource contacts.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Works independently with supervision from the Director of Planning.

H. EDUCATION: Bachelor's degree required and successful experience in writing grant proposals.

I. EXPERIENCE:

1. Knowledge of research methods including the use of the Internet.
2. Knowledge and experience with computers with literacy in a variety of software to include databases, Internet, spreadsheet, and word processing.

3. Ability to work in a team environment with diverse staff and volunteers.

J. SKILLS:

1. Excellent organizing skills, with attention to detail, accuracy and diplomacy.
2. Ability to manage multiple projects and timelines simultaneously.
3. Ability to work in a team environment with diverse staff and volunteers.
4. Must possess a valid driver's license and auto insurance.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Work is performed in an office setting.
2. **Exposure to Hazards:** depending on what type of research for grant application employee may present some hazards
3. **Physical Requirements:** Sitting, walking, bending, light lifting.

L. BEHAVIORS: The vision, goals and objectives of the Lac du Flambeau Band of the Chippewa Indians requires the Resource Development Specialist to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, clients and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each client, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and subject to disciplinary action.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Criminal background check applicable to the job description. Must submit to and pass a drug test prior to commencing employment and random thereafter.

N. SIGNATURES:

Employee **Date**

Manager **Date**

Previously signed
Tribal Administrator **Date**

Previously signed
HR Director **Date**