



**Muscogee (Creek) Nation**  
**Human Resource Management Services**

Employee Requisition

PO BOX 580  
 OKMULGEE, OK 74447  
 Telephone (918) 732-7827  
 Toll-Free (800) 482-1979  
 Fax (918) 756-2284

Submitted Date 10/04/2021	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>GRANTS OFFICER</b>			
Pay Grade SG 14	Salary Range \$51,188-66,809	Classification Full Time	
Department: PLANNING/GRANTS COMPLIANCE	Location: Okmulgee	Location Code: 223	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.**  
**MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	The Grants Officer works in collaboration with all branches of government for statistical research, preparation of grant applications and acquisition of available funding resources to enhance tribal government operations in accordance with established goals and objectives. Job entails extensive research, coordination, collaboration, and public relations skills.
Principal Duties and Responsibilities:	<ul style="list-style-type: none"> <li>-Research and develop a resource base for tribal funding opportunities (public, private, or foundation) in all aspects including (but not limited to) health, education, social services, and economic development.</li> <li>-In collaboration with other branches of government and various department heads, develop policies and procedures establishing an efficient system for processing grant applications.</li> <li>-Provide technical assistance to applicants in preparation of relevant documents and materials required for submission to funding agencies.</li> <li>-Provide documentation or information necessary to assist with the preparation of authorizing resolutions to implement grant purposes.</li> <li>-Provide mentoring, training, and technical assistance to program managers and grant writers.</li> <li>-Serve as the subject matter expert for grants facilitation and provide scheduled training opportunities for stakeholders</li> </ul>
Minimum Requirements:	<ul style="list-style-type: none"> <li>-Associates degree in business discipline or experience in grant writing and management.</li> <li>-Ability to read, analyze, and interpret general business documents, funding announcements, technical procedures, and governmental regulations.</li> <li>-A general understanding of tribal and/or federal government operations.</li> <li>-Proficient with MS Office software and other computerized systems.</li> </ul>
Preferred Requirements:	-Bachelors degree in Business Administration with at least five (5) years experience in grant writing or grants management; experience in tribal government operations.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	



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#### Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

#### Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

Up to 50 lbs.       Up to 100 lbs.       Over 100 lbs.

Physical Exam Required

#### Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- Fumes or airborne particles       Outside weather conditions       Toxic or caustic chemicals
- Risk of electrical shock       Vibration       Loud Noise

#### Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

#### Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all



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other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.