



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 11/15/2022	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: SENIOR GRANT WRITER			
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:	Under the supervision of the Manager of Planning and Grants, and working in conjunction with all branches of government and major department heads - the Senior Grant Writer works collaboratively on statistical research, preparation of grant applications and acquisition of available funding to support and expand tribal government operations. Job entails extensive research, coordination, collaboration, and public relations skills.
Principal Duties and Responsibilities:	<ul style="list-style-type: none"> - Provide mentoring, training, and technical assistance to Grant Writers and other co-workers. - Research and Develop a resource base for tribal funding opportunities (whether public, private, or foundation) in all aspects including but not limited to health, education, welfare, housing, and economic development. - Collaborate on the development of policies and procedures establishing an efficient grants management and application system. - Provide technical assistance to applicants in preparation of relevant documents and materials required for for the submission and management of grants. - Prepare grant applications for review and approval by appropriate authorizing officials for submission to funding agencies. - Track the status of applications, assist with task assignments and work flows, and follow up to ensure successful and accurate submission of documents to funding agencies. - Provide documentation or information necessary to assist with the preparation of authorizing resolutions for implementation of grant funds. - Serve as the subject matter expert for grant facilitation and management
Minimum Requirements:	Associates degree in business discipline or experience in grant writing and management commensurate with degree.
Preferred Requirements:	Bachelors Degree in Business Administration, English, or other applicable discipline with at least five (5) years experience in grant writing; experience in tribal government operations.
Valid Oklahoma Driver's License	Yes



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required?	
Please list any additional licenses required:	Any applicable grants certifications or licenses preferred.

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:



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

MCN Policy Requirements:

All Employees are subject to pre-employment background checks and drug testing. According to MCN Policy Section 502:Page 12/Section 503 110-111. All applicants must pass a drug test before beginning work. Any candidate who fails or refuses a drug test shall be withdrawn from employment consideration.