



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department
P.O. Box 279 • La Push, WA • 98350
(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



Quileute Tribe Job Description

Quileute Natural Resources Planner/Grant Writer

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: hr@quileutenation.org

-OR-

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: **Quileute Natural Resources Planner/Grant Writer**
Supervisor: Director of Quileute Natural Resources
Location: La Push, Washington
Work Info: Full Time/Temporary: 40 Hrs/Week (M-F)
Salary: DOQ/E (\$55,000 - \$72,800)
Closes: Open until filled

POSITION SUMMARY:

The Quileute Natural Resources (QNR) Planner/Grant Writer will work under the supervision of the Director of QNR to promote conservation of natural resources for the Quileute Tribe and perform a wide range of functions in a dynamic, small office setting. The main responsibility for the QNR Planner/Grant Writer will be researching, writing, and coordinating planning efforts, including writing grants for natural resources in the Quileute Tribe's Usual and Accustomed Area (U&A). This position will include working along the side of QNR Program Managers on a variety of needs, such as assisting with permitting, meetings, policy, grant eligibility and opportunities, and natural resource management. The QNR Planner/Grant Writer will focus on organizing and contracting for the development of the Strategic Plan that will focus the needs for future years of Treaty Right perpetuation. This position requires strong written/oral communication skills, and a basic understanding of Pacific northwest ecosystems and natural resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Work to develop strategic plan document for the QNR and development of updated department mission statement that will be used for funding opportunities.
- Assist program managers with implementing current projects and the strategic plan by identifying grant and funding, attend meetings, and program development, including budgeting as it intersects with developing major funding proposals. The current projects include fisheries management, restoration, planning, research, all funded through multiple interagency agreements and contracts. Future projects may include land acquisition, energy efficiency, air quality, and other natural resource related issues.
- Work with QNR staff to develop plans, grants, contracts, and land-use agreements. This may include field visits to understand the scope of the projects.
- Work closely with Program Managers to understand their current plans, including future funding and contract needs. In coordination with QNR staff, ensure that proposal budgets and work plans align with those approved by QNR Director. Ensure that grant revenue is appropriately allocated and tracked, that program and finance staff understand restrictions and requirements associated with each grant, and that we meet the terms of grant agreements.
- Seek out and identify appropriate funding sources to match needs of QNR.
- Maintain strong working knowledge of funding/grant cycles, deadlines, eligibility, requirements, and updates.
- Attend webinars and communicate with grant managers to ensure all grant requirements are identified.
- In collaboration with the program managers, assist with developing and submitting high quality grant proposals, budgets, and reports (narrative and financial) for all QNR's programs while adhering to deadlines.
- Maintain and nurture relationships with funding organizations, stakeholders, landowners, and other agencies.
- Meet regularly with Program Managers and funders to discuss project progress and funding requirements.

- Maintain basic knowledge Pacific Northwest ecosystems and common threats. This may include field visits or attending regional conferences.
- Serve as an alternate point of contact (POC) to the funder, manage the negotiation of grant contracts, assist with permitting issues, and attend applicable meetings.
- Other duties, as assigned.

SKILLS, KNOWLEDGE, AND ABILITIES

Skills in:

- Organizational and time management with an aptitude to prioritize tasks to meet conflicting deadlines.
- Interpersonal, presentation, collaboration, and communication - both written and verbal, which transcend diverse audiences.
 - Writing sample (10 pages minimum) must be included with application materials.
- Active listening to engage, inspire, and persuade.

Knowledge of:

- Pacific fish species important to treaty fisheries (salmon life history, forage species) and the habitat that support these species needs at all life stages, and awareness of conditions that can impact these important species.
- Pacific Northwest ecosystems, including impacts of climate change, human uses, and conflicting uses (e.g., invasive species, timber harvest practices, fish passage barriers, waste disposal, energy development).

Ability to:

- Take a lead role in applying for grants and funding opportunities.
- Complete detail-oriented work.
- Be proactive, creative, strategic thinker with strong problem-solving and analytical skills.
- To use discretion and ability to respect confidentiality.
- Work on collaborative projects with various staff and others in a professional manner.
- To work a flexible schedule when new tasks arise, with occasional travel and evening/weekend events to meet deadlines.
- To work effectively in teams, as well as provide consistent, high-quality service to a wide variety of internal and external constituents.
- To work under pressure of multiple and subsequent deadlines. Attention to detail is critical in this position.

Experience with:

- Using common office software (e.g., full suite of Microsoft Office Programs).
- Managing multiple grant applications at once.
- Successful relationship building with funders.

WORK ENVIRONMENT:

- Most of the work is conducted in an office environment (95% of the time), but occasional travel will be required.
- Telework is a possibility for this position but would require approval by the Quileute Natural Resources Director, and QTC.

PHYSICAL DEMANDS:

- This position is limited in its physical demands but does require a strong mental capacity to function under stress.

SUPERVISORY RESPONSIBILITY:

- Will oversee QNR Grants and Contracts Administrator
- Ability to supervisor other full-time employees.
- Ability to lead Quileute Natural Resources Department to implement strategic plan.

QUALIFICATIONS:

Required Qualifications

**Closely related qualifying experience may be substituted for the required education on a year-by-year basis.*

Education:

- Bachelor's degree in closely related field with at least three years of prior experience in project planning and grant experience with a track record of success.

Preferred Qualifications:

- Master's degree in closely related field and one year of professional experience.

Key Qualifications:

- Experience with grants.gov and grant application websites, and Tribal grants.
- Experience organizing and facilitating meetings.
- Experience in the science of environmental or natural resource management.
- Experience working with federal, tribal, state, and local governments.
- Advanced education in technical or creative writing.
- Good working knowledge, appreciation for, and understanding of various realms of natural resources management.
- Understanding of both public and private funding processes.

Please Note:

- A Master's degree or Ph.D will substitute for years of experience.

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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