



**Spirit Lake Tribe**  
P.O. Box 359  
Fort Totten, North Dakota 58335  
slthr@spiritlakenation.com

**Job Title:**

**Spirit Lake Tribal Planner Director**

**Open Date:**

**April 23, 2018**

**Objective: Prepare proposals and grant applications, and professional and administrative work in research, identification, development and response to Federal, public and private foundations grant opportunities.**

### **Major Duties & Responsibilities**

- Acquire and maintain sound knowledge and understanding of the organization and use that knowledge and understanding to better comprehend all projects and programs for which grants will be sought and to recommend the seeking of grants.
- Research grant-making organizations and analyze the to identify likely funding sources for specific projects and programs.
- Compile, write and edit all grant applications exhibiting strong expository writing skills and a high-level command of grammar and spelling.
- Review the budget of a project program for which funding is sought and make recommendations to better present it to grant-making organizations.
- Develop individual grant proposals in accordance with each grant-making organizing preference and follow exactly each grant-making organization's guidelines.
- Keep in contact with grant-making organizations during their review of a submitted grant application in order to be to supply additional supportive material.
- Manage the process of supplying progress reports when required by a grant making organization that has funded a project or program.

### **Qualifications, Experience and education required:**

- Bachelors degree in planning, public administration, Economic development or related field and two years' experience.
- Oral and written communication skills. Skill in presentation of information. Organizational skills. Technical writing skills and strong computer skills (Microsoft Office Word, Access, PowerPoint, Excel), and database management skills.
- Candidate must be highly organized with the ability to implement systems and follow up process, able to effectively work under pressure, use independent judgement and produce quality work within tight time constraints Previous experience will demonstrate a proven track record in securing new funding opportunities; comprehensive knowledge of research, and the ability distinguish and identify funding opportunities for special programs.
- Must have a valid Driver's License.

**Job Role:**

Director

**Company Industry:**

Tribal Planning

**Job Location**

Spirit Lake Community Building

**Closing Date:**

**Until Filled**

<b>Employment Status:</b>	Fulltime	<b>Supervision</b>	Spirit Lake Tribal Council
<b>Monthly Salary Range:</b>	DOQ	<b>Manages Others:</b>	YES
<b>Number of Vacancies:</b>	One (1)	<b>Exempt/non-exempt</b>	Non-exempt
<b>Please Send Application to:</b>			
<b>Name:</b>	Spirit Lake Human Resource Department	<b>Email:</b>	slthr@spiritlakenation.com
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten, North Dakota	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0635	<b>Fax:</b>	701-766-1272
<b>Application Procedure</b>	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference, a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.		