



## KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe, Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: [kiowatribe.org/careers](http://kiowatribe.org/careers)

<b>Job Opportunity:</b> KTJA-24-0017	<b>Opens:</b> 01/09/2024
<b>Position Title:</b> Grant Writer	<b>Closes:</b> OUF
<b>Salary Rate:</b> \$21.00-\$27.00/Non-Exempt	<b>Duty Location:</b> Carnegie, Oklahoma

### JOB SUMMARY

The Grant Writer is responsible for developing grant-funding resources for submittal to various funding sources to enhance the tribal community, economic and social development of the Kiowa Tribe. Research private and public funding sources to determine which source best meets the tribe's needs. Grant writer prepares grant proposals, familiarize themselves with an organization's program directors to coordinate strategies to identify and secure tribal funding.

**Goal:** To be devoted to the Kiowa Tribe's organizational goals of researching and preparing grant proposals while being driven to succeed in securing these grants.

**Reports To:** Executive Director

### HOW TO QUALIFY FOR THE JOB

**Educational Requirements:** Bachelor's degree in business administration, public relations, or marketing. Or a combination of two years of education with 2 years of experience in writing grants for tribes or governmental agencies.

- 2 years experience writing tribal or governmental grants.
- Must have excellent written, verbal, and interpersonal communication skills.
- Must be proficient in Microsoft applications.
- Must possess ability to conduct research, access data, develop strategies and meet deadlines.

### EMPLOYEE BENEFITS AVAILABLE

- Leave Benefits, (15) paid holidays
- Medical, Dental and vision care benefits
- \$25,000 Basic Life and \$25,000 Basic AD&D insurance coverage at no cost to employees
- 401k with 3% employer contribution into the Employee Savings Trust Plan Per Plan requirements.

### WHAT ARE THE JOB REQUIREMENTS?

- Must possess a valid Oklahoma state driver's license and be insurable under the Kiowa Tribe's Driving Policy.
- Must submit to and pass a pre-employment background check and pre-employment drug test.
- Positions are subject to random drug testing according to the Tribe's Drug-Free Workplace Policy.

**SUBMIT TO:** [HR@kiowatribe.org](mailto:HR@kiowatribe.org) or

**DROP OFF AT:** 100 W. Kiowa Way, Carnegie, OK 73015 Phone: 580-654-6465

*Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preference in its hiring and employment activities.*