

PROPOSAL WRITER

DEFINITION: Under general direction, performs work of considerable difficulty with responsibility to research, investigation, evaluation, proposal writing and/or editing work aimed toward scientific, legal, administrative, funding agencies and program planning audience; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Develops, writes and edits grant proposals seeking and securing funds from entities and donors such as federal, local, state, counties, organizations, private foundations and the like to supplement the Navajo Nation general funds; coordinates and evaluates fund raising activities for housing and other initiatives; develops, implements and evaluates grant information; maintains status of proposal until declaration of program request is known.

Identifies, plans and designs proposal packages and implements strategies; coordinates schedules of prospect approaches and grant reports; conducts and documents needs assessments and incorporates data into proposal writing; guides and facilitates the research of funding opportunities; maintains data on funding sources and a library of applicable policies, procedures, and documentation.

Maintains current knowledge of grant funding policies, regulations, and procedures; disseminates and/or presents changes to departments, advises on the implementation of changes and on the impacts of changes; prepares required reports.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of grant funding policies and procedures and applicable regulations.

Knowledge of community planning concepts, principles, techniques and practices.

Knowledge of restricted fund accounting principles, procedures and standards.

Skill in analyzing and interpreting financial data and preparing financial reports, statements and/or projections.

Skill in the application of applicable organizational forms to concentrate resources on community development needs.

Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Business Administration, Writing, Journalism, Statistical Research, Planning, or closely related field; and four (4) years of experience in proposal writing, fund raising activities, statistical research or planning; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.