

# TRIBAL PLANNER

**Reports to: Upper Sioux Board of Trustees**

**Supervises: None**

## **POSITION SUMMARY:**

The Tribal Planner is responsible for coordinating with all of the Upper Sioux Community departments to secure funding for tribal programs through planning, program development, grant preparation, and administrative support. The Tribal Planner also occupies a key role in working with federal and state agencies and departments, foundations and other identified entities to sustain current levels of funding as well as seek additional opportunities to increase funding for Upper Sioux Community tribal operations.

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## **QUALIFICATIONS:**

### **A. Education and Experience**

1. Bachelor's degree in a related field or four (4) years of related experience.
2. At least 7 years of proven successful experience in writing and obtaining grants in a tribal setting.
3. At least three (3) years of experience in program and economic development.

### **B. Abilities**

1. Ability to read, understand, and effectively respond to relevant federal, state, and other grant solicitations.
2. Ability to develop and communicate persuasive needs statements in grant applications to funding entities, including the presentation of goals, objectives, measurable outcomes, work plans, evaluations plans, logic models, budgets, and other application requirements as identified by individual funding entities.
3. Ability to communicate effectively both verbally and in writing.
4. Ability to compile and disseminate information to partners and funders.
5. Ability to represent the interests of the Upper Sioux Community in grant applications and other written documents, at meetings, and other gatherings.
6. Ability to work independently.
7. Ability to facilitate and coordinate meetings.

### **C. Knowledge**

1. Knowledge of the best practices in the field of grant writing, and the needs of individual funding entities.
2. Knowledge of planning, organizing, and evaluating grants and overall grant administration and compliance; and the ability to identify, evaluate, and acquire funding resources available to the Tribe.
3. Knowledge of tribes and the relevant legal issues related to the status of tribes as sovereign nations.

Please send a cover letter and resume to:

Upper Sioux Community  
Board of Trustees  
Attn: Meri Jo  
P.O. Box 147  
Granite Falls, MN 56241