



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT**

**JOB TITLE:** Funding Specialist II

**OPEN:** May 10, 2021

**EXEMPT:** Yes

**SALARY:** (8) \$21.82-\$24.44 p/h DOE

**SHIFT:** Day

**LOCATION:** Tribal Administration

**DURATION:** Regular Full-Time

**CLOSES:** May 14, 2021

**JOB CODE:**

**DIVISION:** Administration

**DEPARTMENT:** Funding Development

**SUPERVISOR:** Funding Director

**VACANCIES:** 1

**JOB SUMMARY:** Under the supervision of the Funding Director, the Funding Specialist II is responsible to work collaboratively with LIBC Directors, Program Managers, and Staff Members to identify and secure funding resources consistent with approved tribal operational goals and community needs. The Funding Specialist II, as directed, identifies public and private sector funding opportunities and researches, writes and submits high quality funding applications.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

1. Participate as an effective team player and work collaboratively with departments and community groups to understand goals (including funding needs) unmet service needs, program development plans and be responsive to these communicated goals. Attend all meetings and events as required.
2. Maintain awareness of federal/state budgetary systems and appropriation processes to provide departments with information on advocacy services, policy analysis and funding research as requested.
3. Perform project grant research, communications with stakeholders, project budget and narrative development, and all tasks involved with preparation of successful funding applications.
4. Ensure proper written documentation of budget and narrative development and archival-quality record keeping of funding application work-product.
5. Provide proper communication to departments of internal and external funding schedules and grant opportunities, due dates and identify any conflicting/competing funding applications and develop plans to mitigate these issues.
6. Able to work with Department Director(s) or program managers to review grant application products and/or archived grant applications to develop quality improvement plans (QIP) as assigned.

### **MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in business management, political science or social science field OR
- 2 year AAS degree and two (2) years work experience in grant management or writing services may substitute for a bachelor's degree.
- Lummi/Native American/Veteran preference policy applies.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Strong verbal and written communication, analytical, organizational and interpersonal (teamwork oriented) skills required.
- Requires strong collaborative cross-team experience and the ability to work with people of diverse backgrounds.
- Requires demonstrated ability to transform complex ideas into clear and concise written narrative.
- Requires fluency in common software, including a strong understanding of Microsoft Word, Excel.
- Requires ability to work on simultaneous projects in a fast-paced environment.
- Requires experience in managing a multi-stakeholder project (either college-level or professional), including scheduling, communication, milestone tracking, etc., and bringing the project to a successful close.
- Requires ability to work at the location closest to the information. This may mean working in a non-traditional workspace located at or near the department being supported.
- Commitment to work nights, weekends, and/or holidays (if necessary) in order to complete assigned projects.
- Ability to perform well and maintain concentration in a pressurized work environment i.e. – *grant deadline and project due dates.*

**REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires Criminal Background Check.

**TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov) For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.