



# 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 I

**OPEN:** February 2, 2023

**EXEMPT:** No

**SALARY:** (8) \$23.05-\$25.96/hr. DOE

**SHIFT:** Day

**LOCATION:** Tribal Administration

**DURATION:** Regular Full-Time

**CLOSES:** February 16, 2023

**JOB CODE:**

**DIVISION:** Administration

**DEPARTMENT:** Funding Development

**SUPERVISOR:** Funding Supervisor

**VACANCIES:** 1

**JOB SUMMARY:** Under the supervision of the Funding Supervisor, the Funding Specialist I is responsible to collaboratively work with the LIBC Directors, Program Managers, and Staff Members to identify and secure funding resources consistent with approved tribal operational goals and community needs. Works with Department Directors and stakeholders in a team orientated approach to complete all core components of the grant application development process. Responsible to perform grant application development tasks to submit high quality grant applications as assigned.

**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. Knowledgeable of federal/state public and private sector grant portal systems, including federal grants.gov system for grant application preparation, submittal process and award/denial outcome.
3. Perform project grant application research, gathering tribal demographic and statistical data, program modality information to communicate to stakeholders in the grant application development process.
4. Ensure proper written documentation of budget and program narrative development for grant applications consistent to LIBC fiscal and administrative policy.
5. Researches and provides communication to operations of funding schedules and grant opportunities and due dates as listed in the Funding Opportunity Status Report. (FOSR)
6. Responsible to gather, collect, report and maintain tribal social-economic data, statistics and key performance indicators to support LIBC program grant applications and special project(s) as assigned by supervisor.
7. Ability to perform technical writing duties and tasks necessary to prepare and complete grant application development process including writing the *program narrative, budget workbook, narrative and complete any forms for the grant application package* to be timely submitted.

**MINIMUM QUALIFICATIONS:**

- Requires Bachelor's Degree in business management, political science or social science field.  
(or)
  - An AAS degree with two (2) years of Administrative work experience in a Tribal government setting. may substitute for the bachelor's degree requirement, (or)
  - A High School Diploma and four (4) years Administrative work experience in a Tribal government setting. may substitute for the bachelor's degree requirement
- Preference for (2) years prior work experience in tribal government setting to demonstrate knowledge of Department work plans, budget workbooks and policy goals.
- 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 strong technical and reading comprehension skills to interpret user manuals and apply to funding services.
- 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 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.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.

**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.