



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: November 18, 2025

EXEMPT: Yes

SALARY: (10) \$30.42-\$34.26/hr. DOE

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full Time

CLOSES: December 04, 2025

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 identify public and private sector funding opportunities in addition to grant research, technical writing, budgeting to prepare and submit high quality funding applications. The FS II is responsible to review library of completed grant application packages on file to prepare a quality improvement plan for next fiscal year cycle submission.

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

1. Participate as an effective team leader and work collaboratively with departments and community groups to understand annual goals and unmet service gap needs. Attend all funding meetings to support the grant application development process. (Steps #1 to #4 of grant application process)
2. Conduct research of funding resources and provides summary report of public or private grant opportunities to Department staff for policy goals, special projects, and initiatives.
3. Maintains awareness of Departmental fiscal year work plans and unmet budgetary needs, LIBC policy goals and Department Work Plans goals to gather and collect research of program planning, modalities and/or attend community-based planning events for funding or proposal development.
4. Performs project-based research, communications, budget preparation and grant application narrative development, and all the grant application required tasks to achieve full and complete grant applications.
5. Contacts Director(s) and/or Program Managers to schedule grant application review 'Square 1' meeting(s) to support management plans to begin the grant application development process and related staff task assignments.
6. Responsible to complete and record the Funding Department grant application 'One Sheet' form to accurately report status of 'Step 1' to Step 2, Step 3 and Step 4 grant meetings.
7. Ensures archival-quality record keeping of funding application work-products including Funding Office 'One-Sheet' documentation for each grant project.
8. Serve as the point of contact for LIBC departments needing assistance submitting (via grants.gov) or obtaining funding or grant based information from external public or private sector entities.

9. Attends LIBC Special meetings, events and/or CBC, Board meetings related to special projects or initiatives as assigned by supervisor.
10. Schedules meetings with Department Director(s) and Program Manager(s) to conduct Step #4 meetings to develop '*Quality Improvement Plans*' for existing grant applications as assigned by Supervisor. Obtains and records grant denial letters or peer review panel grant score sheets and review assessments.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in business management, political science, or social science field AND/OR:
 - A candidate with a Two Year AAS Degree combined with two years of prior program development or administration-level work experience will substitute for the four-year Bachelor of Arts degree requirement.
- Preference for applicants with One-year work experience performing grant writing services and/or One-year work experience performing grant management services.
- 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) to timely complete assigned projects by application deadline.

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.
- This position is subject to extensive 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. 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.