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**Karuk Community Health Clinic**  
64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270



**Karuk Dental Clinic**  
64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

**Administrative Office**  
Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

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## Vacancy Announcement

**Title:** Grant Writer

**Reports To:** Executive Director or his/her designee

**Location:** Happy Camp, CA

**Salary:** \$65,000 - \$80,000 per year, DOE

**Summary:** The Grant Writer will assist the Tribal Council and Tribal Leadership in assessing immediate and long-term needs of the Tribal membership and departments; planning new and expanded programs of service; researching and writing grants & funding proposals.

**Classification:** Full Time, Regular, Exempt

**Application Deadline: May 6, 2024 by 5:00 pm**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us). The Karuk Tribe's (TERO) Preference and Drug & Alcohol Policy apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2043, Fax: (855) 437-7888, Email: [Humanresources@karuk.us](mailto:Humanresources@karuk.us)

## Job Description

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### Responsibilities

1. Monitors Notices of Funding Availability (NOFAs), Requests for Proposals (RFPs), the Federal Register and other notifications of public and private sector resources available to meet high-priority needs of the tribal membership; responds to notifications and inquiries received from Tribal administrators and department directors and shares information regarding resource availability with Tribal administrators and department directors.
2. Meets regularly with Tribal leadership to review grant opportunities and prioritize and develop funding priorities. Following review and prioritization, potential funding priorities will be established with Tribal Council and the department leadership to maintain consistency with the mission of the Tribe.
3. Acts as project leader for all assigned grant applications. Creates time line for grant completion and gathers the necessary information/documentation from Tribal leadership for grant completion. Performs necessary research to supplement application narrative, budget, or attachments.
4. When needed, serves as a liaison between contract grant writers, Tribal Council and Tribal leadership to provide required information to contract grant writers to prepare proposals.
5. Participates with members of the leadership team and Tribal Council in long-term strategic planning processes as well as in short-term problem-solving processes.
6. Completes and submits monthly Council reports to be submitted to Supervisor for presentation to Council.

7. Responsible for developing and submitting basic grants and reoccurring funding opportunities.
8. Facilitates program coordination and optimum resource utilization by serving as a liaison between Tribal departments and programs including attending regular department meetings, meeting with department directors as assigned to discuss goals and funding opportunities, and attending department events to gain a better understanding of department activities as needed.
9. Reviews and edits grant applications (forms, narratives, budgets, and attachments) for grammatical and informational completeness, review content for clarity, and make constructive suggestions.
10. Maintains a transparent filing system, making copies of grants available to Contract Compliance Specialist, Legal and providing Self-Governance with copies of Tribal Resolutions, returning all phone calls and correspondence (written and electronic), and other related tasks.
11. Be available for local and out of the area travel as required for job related training.
12. Attends all internal and external meetings and functions as required.
13. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Has the ability to work effectively with Native American people in culturally diverse environments.
2. Has the ability to manage time well and work under stressful conditions with an even temperament.
3. Has the ability to establish and maintain harmonious working relationships with other employees, Tribal Council, funders, and the public, including Tribal Membership.
4. Has the ability to understand and follow oral and written instructions. Be able to plan for and complete tasks that require delayed follow-up.

**Requirements:**

1. AA Degree in English, Communications, Business or related field. BA preferred.
2. Minimum 2 years demonstrated experience in serving multi-director organizations

in a communication and/or grant writing position.

3. Must demonstrate technical writing capabilities and ability to navigate online application systems.
4. Demonstrated abilities to initiate and follow through on complex planning tasks, manage time well, meet deadlines and respond effectively to sometimes frustrating and unforeseeable complications in assigned duties.
5. Demonstrated ability to work in culturally diverse environments; demonstrated commitment to serving Tribal communities in a creative, problem solving manner.
6. Demonstrated ability to draw programming connections and identify related goals between programs and departments that will both facilitate the Tribe's strategic plan and be more competitive when reviewed by funders.
7. Strong oral and written communication skills, demonstrated ability to use computer data and Word processing programs including the Microsoft Office Suite.. Ability to scan and convert documents to PDFs, work with spreadsheets, and conduct appropriate Internet research.
8. Must possess valid California driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
9. Must adhere to confidentiality policy.
10. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Committee Approved: March 26, 2024**

**Employee's Signature:** \_\_\_\_\_