

## JOB VACANCY ANNOUNCEMENT

Opening Date:	June 18, 2021	Closing Date:	Until Filled
Position:	<b><u>Grants Writer &amp; Administrator</u></b>	Reports to:	Vice President of Administration
Salary/Wage:	Grade 16; \$40.56 - \$44.79/HR DOE	Department:	Administration
Hours:	Monday – Friday; 8:00 a.m. – 5p.m.	Location:	ASNA

### Summary:

Researches, prepares and submits proposals for the Arctic Slope Native Association, Limited. In addition, works with the program managers to assure the organization's compliance with existing grant and contract requirements.

### Essential Job Functions:

- Researches funding opportunities; identifies potential funding sources for ASNA.
- Assists managers and directors in preparing funding proposals and submitting them in compliance with regulatory requirements.
- Writes funding proposals, completes grant application forms, including budget forms; working cooperatively with the department managers and directors.
- Assists managers and directors with grant reporting and compliance. Works with managers and directors to ensure timely completion and submission of reports.
- Assists the Vice President of Finance and Administration with research and writing projects as requested.
- Coordinates and administers grant programs with program managers, including contract development and monitoring, as well as provide technical assistance to ASNA contracted agencies.
- Provides training to department staff in grant preparation and reporting, as requested.
- Maintain and build successful relationships with external organizations including corporations, individuals, foundations, as well as State & Federal government agencies to promote ASNA and its programs.
- Provide management for the development program including the conception of a yearly plan detailing the strategies and activities for fundraising & grant opportunities.
- Ensure fundraising targets are established and met.
- Perform administrative duties as assigned by the vice president of administration.

### Qualifications:

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education and Experience:

- Minimum five years of program planning, administration, public administration or grants administration experience required.
- Two to three years demonstrated experience with successfully writing funding proposals.
- A Bachelor's degree in Business Administration, Communications, or Health Profession is preferred.
- Three to five years of hospital/clinic experience preferred.
- An equivalent combination of relevant education and/or training may be substituted for experience.
- Prior experience working in Tribal Health care or other tribally affiliated organization preferred.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.  
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[applications@arcticslope.org](mailto:applications@arcticslope.org)

*This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.*

*Arctic Slope Native Association, Ltd.: Exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law is committed to maintaining a drug free, smoke free workplace.*