



# WHITE EARTH TRIBAL & COMMUNITY COLLEGE

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## Grant Writer

### Position Information

You have the unique opportunity to be a part of the White Earth Tribal and Community College (WETCC) team. As the Grant Writer, you will be responsible for administering, developing, and writing grants. The grant writer will also be responsible for searching for and securing available grants that align with WETCC's mission and goals. Work will involve maintaining compliance with all grant regulations from funding sources at the state, federal, or tribal governments.

### Duties & Responsibilities:

- On a typical day at WETCC, your contributions will include teamwork, resourcefulness, confidentiality, and effective communication. Specific contributions for this role are listed below. This is not a complete list as all staff may be required to perform additional duties.
- Oversees the research, coordination, preparation, and development of grant proposals and applications.
- Researches all sources to find funds for new grants and grant renewal opportunities.
- Manages grant proposal developments and other funding opportunities.
- Ensures compliance with grant regulations by monitoring the grant budget, annual performance reports, and project costs.
- Identifies public and private funding opportunities based on WETCC's strategic plan.
- Monitors various online and print publications for source information at the local, state, and national levels.
- Develops a network of partnerships including other higher education entities to expand WETCC's services.
- Reviews and interprets funding solicitations and announcements from public and private funding sources and remains current on funding trends and themes.
- Monitors funding agencies and legislation for regulation changes.
- Maintains internal grant tracking documents and contributes to accurate maintenance of grant records.

Work Schedule: Monday – Friday, 8:00 am – 4:30 pm

Advertised Salary: \$26.50/hour

Minimum Qualifications:

- Bachelor's Degree in education, business management, communications, marketing, or related field
- Three years experience in the development, writing, and coordination of grants
- A combination of education and experience may be considered
- Must have knowledge of any laws pertaining to grant and/or contract administration
- Current driver's license and insurance
- Ability to pass a background check prior to being offered employment
- Ability to travel for professional development and job-related activities

Applicant Materials Required: Cover Letter, Resume, three professional references, completed WETCC application, and background check consent form; application and consent form can be found at [www.wetcc.edu](http://www.wetcc.edu).

Benefits:

- WETCC offers a comprehensive benefits package, for full-time employees, including Company-paid life and disability. Other benefits include Health, Dental, H.S.A. with company match, additional life insurance, accident, critical illness, hospital indemnity, vision, Legal & ID Shield, and medical & dependent care FSA.
- The effective date for new full-time employees is the first of the month following the date of hire.
- Traditional or Roth 401k with a company match up to 5%, fully vested from day one, the effective date for 401k is the first of the month following 90 days of employment, for full and part-time employees.
- WETCC offers annual leave and sick leave, they both start accruing from the date of hire.
- WETCC has 17 paid holidays a year.

About WETCC

Established as a not-for-profit tribally controlled educational institution of higher learning, the first Charter was approved on February 5, 1998 "...to provide adult education and post-secondary educational services to enrolled members of the White Earth Reservation and to other eligible Indians and non-Indian residents of the area..."

Initial Candidacy for Accreditation by The Higher Learning Commission was granted on October 14, 2004, with full accreditation granted on October 8, 2008.

Purpose Statements

- The college will present learning as a life-long process of discovery of knowledge embedded in the intellectual disciplines and the traditions of the Anishinaabe people.
- The college will support the self-determination of the Anishinaabe people through the preservation and promotion of their history, culture, and language.
- The college will seek to address the social, political, and economic needs of the White Earth Reservation through programs that encourage service to the community.
- The college will promote a philosophy based on the seven teachings of the Anishinaabe.

Mission- White Earth Tribal and Community College is an institution of higher learning dedicated to academic excellence grounded in Anishinaabe culture, values, and traditions.

Vision- *Gidinwewininaan Gibimiwidoomin niigaanakeyaa*— “We are carrying along into the future the way that we were given”

The White Earth Tribal & Community College in accordance with Federal law and U.S. Department of Agriculture policy, this institute is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, familial status, sexual orientation, and reprisal.