



# MOAPA BAND OF PAIUTES

MOAPA RIVER INDIAN RESERVATION

P.O. BOX 340

MOAPA, NEVADA 89025

Telephone (702) 865-2787

Fax (702) 865-2875

## JOB ANNOUNCEMENT

**Title:** Grants Specialist  
**Supervisor:** Tribal Administrator (TBA)  
**Salary:** DOE  
**Status:** Full-time - Salaried Exempt

**Opens:** September 3, 2024  
**Closes:** September 13, 2024

### Job Summary:

The Grants Specialist supports the Tribal Administrator (TBA) in all aspects of developing, writing, and managing Tribal, Federal, State, Local, and Corporate grant opportunities. This includes identifying opportunities, presenting information to the Tribal Council for approval, managing and coordinating resources to prepare submissions, writing narratives, preparing budgets, ensuring compliance prior to submission, and submitting the final proposal. Once grants are in place, the Grants Specialist shall work with the Tribal project/program managers to ensure the reporting requirements are met. The Grants Specialist may be required to perform other duties as needed to support the Moapa Band of Paiutes.

### Duties:

1. Responsible for conducting the full range of grant writing other grants responsibilities including researching potential funding opportunities, writing comprehensive proposals in response to RFP's/NOFA's, and reporting on grants post award.
2. Works with MBOP staff to prepare and submit required grant and PL 93-638 contract reporting.
3. Maintains current grants and contracts records in electronic and paper file format.
4. Researches, gathers, and analyzes applicable data to assist in identifying departments needs and evaluate and/or support proposed projects or programs, Vocational Rehabilitation and other grants.
5. Coordinates with the MBOP staff on funding sources and grant development initiatives including the expansion of services under PL 93-638 contracts, Vocational Rehabilitation and other grants.
6. Research and identify new government, corporate, foundation, and private funding prospects.
7. Generates proposals and supporting documents in response to solicitations.
8. Write proposals for existing programs to secure continuing funding from the same source and new funding sources.
9. Provide technical assistance to all Tribal programs for proposal writing techniques, styles, and content.
10. Conduct interdepartmental meetings to identify, prioritizes project needs, coordinated, and research grants and PL 93-638 contract, Vocational Rehabilitation and other grants preparation assignments.
11. Provide assistance in resolving issues and conflicts with funding agencies.
12. Establish working relationships with the funding organization/agencies and maintain contact before, during, and after the funding process.
13. Perform related duties as required or assigned.

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**Applications available/accepted at:** Moapa Band of Paiutes, 1 Lincoln Street, P.O. Box 340, Moapa, NV 89025  
Indian Preference Per Section 703(i) of Title VII of the Civil Rights Act of 1964, as amended.

14. Attend special council meetings, general council meetings, annual council meetings, and meetings as requested.
15. Other duties as assigned.

Requirements:

- High-school diploma or GED required.
- Prior experience with grant writing, research publications, and/or media publications.
- Must be detail-oriented and have experience in office organization, management, and processes.
- Must be flexible and willing to work evenings and weekends as needed.
- Must be willing to travel as necessary.
- Must possess a valid Driver's License.
- Must be insurable through tribal insurance.
- Must pass a pre-employment background check.
- Must pass a pre-employment alcohol/drug screening

Skills and Abilities:

- Able to maintain complete confidentiality.
- Be dependable.
- Exceptional writing skills.
- Ability to learn and understand the current MBOP grants.
- Establish and maintain effective working relationships with clients, co-workers, supervisor, government officials, and tribal community.
- Ability to make presentations and deal effectively with small and large groups.
- Possess excellent interpersonal, verbal, and written communication skills.
- Ability to multi-task various time-sensitive projects, take direction, solve problems, and meet deadlines.
- Ability to work independently, with team members, and other staff in a team centric environment.
- Ability to develop specific goals and plans to prioritize, organize, and accomplish work.
- Ability to manage and perform with a high degree of autonomy, organization, and adaptability.
- Ability to take initiative, working efficiently under pressure, and utilize innovation techniques and ingenuity in preparing quality funding applications within tight time constraints.
- Possess a working knowledge of computer programs: Word, Excel, PowerPoint, Publisher, Outlook, Internet programs and applications.

Preferences:

- Prefer Bachelor's Degree with Liberal Arts, Science, Business, or Government concentration.
- Prefer knowledge and experience of working within a Tribal government organizational structure.