



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB POSTING

**Opening Date: 02/04/22 Closing Date: Until Filled**

Position Title: Grants Specialist

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Department: Administration

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Work Schedule: Monday-Friday 8:00AM- 5:00PM

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Wage Rate: Pay Range: 53 \$28.89 – \$36.98/Hr.

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If you are interested in this position, please submit the following:

- Completed Application
- Bachelor's degree
- Tribal Identification (*if applicable*)

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

### Submit To:

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: [Teresa.Ceballos@tulerivertribe-nsn.gov](mailto:Teresa.Ceballos@tulerivertribe-nsn.gov)

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB DESCRIPTION

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**POSITION TITLE:** Grants Specialist      **WORKSITE:** Tule River Indian Reservation  
340 N. Reservation Road  
Porterville, CA 93257

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### GENERAL POSITION DESCRIPTION

The Grants Specialist shall have the responsibility for researching those, grant funding sources applicable to program needs by performing the following duties. Must have skills to research and apply for grants through online venues, and ability to think creatively in writing for those funds impacting department needs. Have the knowledge and understanding of detailed information as written in determining use of the grant process. The Grants Writer Specialist shall network and interact with an array of tribal programs and departments in assisting with their needs in securing grants. Can read and interpret criteria and eligibility in securing grants.

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### DUTIES & RESPONSIBILITIES:

1. Determine what types of grants and funding sources are beneficial to tribal programs within their scope of work.
2. Research and identifies funding opportunities and new program areas to match program priorities.
3. Prepares letters of intent when required and supporting documents.
4. Prepares grant application and supporting documents in response to solicitations applying for.
5. Implements a schedule of funding activities, and response to mitigation issues to assure application meets compliance deadlines.
6. Review Notice of Funding Availability (NOFA) in meeting eligibility criteria for programs.
7. Conduct interdepartmental meetings to identify and prioritize department needs in support of existing and planned program activities.
8. Generate additional revenue for programs through timely submission of well-researched, well-written, and well-documented proposals.
9. Meet with Program Director's regarding expense reports when needed and assist in addressing issues of concern.
10. Participate in meetings impacting programs and Directors' as well as schedule when required.
11. Act as an awarding official on all contracts/grants when they are approved by the funding agency to show responsibility and compliance with program requirements.
12. Meet with Chief Financial Officer in setting up budgets for programs in finalizing line-item costs prior to the program director being issued the program operating budget.
13. Must successfully be awarded \$2 million in grants the first year of employment, \$4 million in the second year and \$6 million each subsequent year to be able to maintain employment.
14. All other duties as assigned.

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**QUALIFICATIONS:**

1. High School Diploma or GED.
2. BA in Business Administration.
3. Any equivalent combination of three years experience and training which provides the required knowledge, skill and abilities may be substituted for the BA.
4. Must have valid CA driver's license and be insurable.
5. Must submit to a background check and pre-employment drug screening.

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**KNOWLEDGE, SKILLS & ABILITIES:**

1. Strong background in grant writing, preparation, and planning.
2. Understanding of federal, state, and non-profit sources available for funding.
3. Must have strong verbal and written communication skills.
4. Must be able to manage multiple tasks and meet project deadlines.
5. Possess independent initiative requiring very little supervision.
6. Understanding the criteria requested to comply with the grant mandates.
7. Knowledge and understanding of detailed information as written in determining use of the grant process.
8. Must have skills to research and apply for grants through online venues, and ability to think creatively in writing for those funds impacting department needs.
9. Ability to read and interpret written criteria and eligibility in securing grants.

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**This position reports to:** Chief Operating Officer

**Supervises:** None

**Salary:** Range: 53 \$28.89 – \$36.98/ Hr.  
Paid Bi-Weekly/ Non-Exempt

**Working Hours:** 40+ Hours/Per Week  
8:00A.M. - 5:00 P.M. Monday-Friday- hours may vary as required

**Benefits:** Medical, Dental, Vision, Flexible Spending Plan, PTO &  
401(K) participation.

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**PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTION 472 AND 473), VETERAN PREFERENCE**