GOALS FOR THE POSITION: Successfully write and acquire grants. Draft public communications for K’ima:w Medical Center.

SUMMARY: Build and maintain a tracking system for grants applicable to K’ima:w Medical Center. Monitor grant announcements and apply for grants. Perform professional level work in compiling grant-related datasets and interpreting and applying grant funding announcement guidelines. Build a system of tracking demographic and other data components for use in future grant opportunities. Develop, draft, and edit written communications for KMC to all segments of the public.

FUNCTIONS & RESPONSIBILITIES:
1. Identify grant opportunities, evaluate, and determine K’ima:w eligibility for grants.
2. Research grants offered by government agencies, private organizations, foundations, and other possible funding sources.
3. Establish, maintain and update a comprehensive tracking system regarding community, demographics, organization activity and data to be used for grant proposals.
4. Collaborate with K’ima:w Medical Center managers and other outside entities and companies in grant writing activities.
5. Assist in drafting and coordination of grant applications and proposals. Plan for a timely submission of grant proposals.
6. Submit grant applications with manager assistance and input.
7. Reviews and makes recommendations on grant budget proposals.
8. Assists in the development of multi-year forecast estimates for grant expenditures and revenues.
9. Explains grant policies and procedures.
10. Works directly with Administration and managers to publish health-related information for the community (newsletters, newspaper articles, and public service announcements).
11. Edits documents as assigned by Administration targeting grant announcements and mass communications.
12. Proofreads public announcements for KMC.
13. Actively participates in necessary organizational meetings and workgroups as assigned.
14. Assist with special projects as assigned.
15. Performs other duties as necessary.
REASONING ABILITY:
• Ability to define problems, to collect data, to establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
• Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with issues in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

SUPERVISORY RESPONSIBILITIES: This position has no supervisory responsibilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individual with disability to perform the essential functions.

EDUCATION/EXPERIENCE:
• High school diploma or GED required.
• Must meet one of the following: (1) Master’s degree in business administration or related field and 1 year experience working in development or reporting in a grant funded program; OR (2) Bachelor’s degree in business administration or related field and 2 years experience as a lead or program developer in a grant funded program; OR (3) Associates’ degree and 4 years experience in grant writing or as a program lead in a grant funded program.
• Certificate from a grant writing course of study (college or independent institution) may reduce the number of years experience required (dependent on amount of study required).
• Two previous grant excerpts must be submitted with application.

LANGUAGE SKILLS: Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to perform basic mathematical calculations and to work with spreadsheet formulas in support of financial documentation. Ability to apply concepts of basic bookkeeping and integrate financial concepts into written reports.

COOPERATION: Must be a self starter; seek solutions; accept constructive criticism; willing to adjust to changes; loyal to K’ima:w Medical Center. Ability to meet deadlines and work under pressure.

PROFESSIONALISM: Shows pride in personal appearance and grooming; displays a positive attitude about work; respects the confidentiality of clients; and is congenial with the public and peers.
INITIATIVE: Willing to participate in continuing education programs; asks questions; contributes during staff meetings; serves on K’ima:w Medical Center committees as appointed; demonstrates a desire for self improvement.

CERTIFICATES, LICENSE, REGISTRATIONS: Current CPR Certificate and valid CA Driver License.

CONFIDENTIALITY: Employee must be aware of and adhere to K’ima:w Medical Center’s confidentiality policy and deal appropriately with patient confidentiality at all times.

CONDITIONS OF EMPLOYMENT: Employee is subject to baseline and random drug testing per the Hoopa Tribal Drug and Alcohol Fit for Duty Policy. Employee will serve a 90 day introductory period. Employee is subject to introductory and semiannual performance evaluations. Preference will be given to qualified Indian applicants pursuant to the Tribe’s TERO Ordinance.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands and talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet. Employee must be available onsite as needed.