



JOB ANNOUNCEMENT

POSITION:

Federal Funding Navigator (Professional Grant Writer)

DEPARTMENT:

Department of Business and Economic Development

POSITION LOCATION:

This position will be based in Anchorage, AK.

POSITION CLASSIFICATION, HOURS & WORK SCHEDULE:

Regular Appointment; Full Time; 40 hours per week. The work schedule may include weekends or vary, depending on need or the project.

Background: Tribes own and/or influence the management of nearly 140 million acres in the United States. Many also have cultural ties to their ancestral homelands that may be hundreds of miles away from their current homelands. Tribes' connections to the stewardship of these regions' dates to time immemorial, and their cultures are inextricably linked to the fish, wildlife, and plants that they live in relationship with on these landscapes. As rapid and accelerating climate change continues to threaten both the natural and built environments that Tribes depend upon there has been a push to get more funding resources to Tribes.

Despite these advancements, many of the 574 federally recognized Tribes, especially within Alaska, face challenges in accessing these new funding opportunities due to limited capacity, technical and logistical barriers, and societal isolation.

To address this gap, we developed this Federal Funding Navigator position. The position will directly connect with regional partnerships to enhance grant seeking and writing capabilities, foster vital connections, and ensure robust, two-way communication between the Aleut Community of St. Paul Island (ACSPI), other Tribes and funding agencies. This position will be situated in Anchorage, a consulting firm located in Anchorage that collaborates with Tribes to develop projects in rural Alaska, often spearheading tribally led initiatives.

This position will work within the Western Alaska region including greater Alaska. Navigator priorities will be coordinated by the ACSPI and Western Alaska Partnership Steering Committee and Partnership staff. This individual will be part of a cohort of Federal Funding Navigators working with similar regional partnerships across the state. The Navigators will work closely together on shared responsibilities including coordinating some of their efforts with others, both internally and externally and with some regional overlap.

JOB SUMMARY:

The Aleut Community of St. Paul Island Tribal Government is seeking a qualified individual to fill the role of a Federal Funding Navigator/Professional Grant Writer. This position is intended for career professionals with

an expressed interest in supporting a Tribal Government in advancing proposals for funding a range of strategically focused projects and opportunities. This position will directly engage with Tribal Government staff to enhance grant seeking and writing capabilities, foster vital connections, and ensure robust, two-way communication between all those involved in the grant writing development process. This position both supports the development of ideas, projects, and proposals but also may guide the process for other positions or professionals, enhancing their skillsets and offering training or mentoring in the Federal grant process. The grant writer will be part of a support team that works with multiple internal and external stakeholders and coordinates those efforts with executive oversight, input and guidance to assure alignment with identified Tribal goals. As such, communication and teamwork are essential qualifications within the role. Once identified grant opportunity are developed, the grant writer will assume various project design support tasks, including, but not limited to, needs assessment; identification of evidence-based program models and strategies; and development of logic models, theories of change, goals and objectives, outputs, outcomes, indicators, timelines, and evaluation plans. In addition to project design support tasks, ACPSI may elect to assign to the Consultant other technical support tasks, including, but not limited to, coordination of proposal writing, writing of discrete proposal sections, and proposal editing and proofreading.

This position will be situated at the Anchorage offices of the Tribal Government of St. Paul Island. The position will collaborate with Tribes to develop projects in rural Alaska regions and will often help spearhead tribally led initiatives. This position will be part of a cohort of Federal Funding Navigators placed within similar regional partnerships, and Navigators will work closely together on shared responsibilities and regional overlap.

ESSENTIAL RESPONSIBILITIES AND FUNCTIONS:

The following are the Essential Job Functions of the Federal Funding Navigator/Grant Writer include the following:

1. Study and understand the history, structure, objectives, programs and financial needs of the Tribal organizations and partners.
2. Identify and Access Funding Opportunities: Under the Direction of an ACSPI Director, the grant writer will actively seek out Federal, State, and private funding opportunities relevant to the stewardship and climate adaptation needs of Tribes. They will understand and navigate the complexities of these funding sources to maximize opportunities for Tribes. They will draft grant proposals and support documents based on the funding requirements of the organization.
3. Grant Writing and Submission Assistance: Directly assist Tribes in the development, writing, and submission of grant applications. This includes crafting compelling narratives, preparing budgets, and ensuring all submission requirements are met. Provide end-to-end support to simplify the grant application process for Tribes, enhancing their chances of securing funding.
4. Enhance the grant seeking and writing capabilities of Tribes by providing training, resources, and support. Ensure Tribes are well-equipped to pursue and manage funding opportunities.
5. Program Development: Working with the ACSPI team, strategize and plan for the expansion of program initiatives, focusing on securing funding to support the creation of additional positions (i.e. grant writers). Will develop and enhance capacity within Tribes by identifying and leveraging new funding opportunities that align with the long-term goals of Tribal stewardship and adaptation.
6. Mentorship and Career Development: Provide guidance and mentorship to early career professionals involved in Tribal projects. Foster skills development and professional growth to support programmatic efforts and enhance overall capacity in managing adaptation and stewardship initiatives.
7. Network Engagement: Serve as a vital link between Tribes, Indigenous Organizations, government agencies, NGOs, and academic institutions by engaging within the network of Tribal project partners, Alaska partnerships and other regional partners. Regularly engage with ACSPI Directors and staff to coordinate all phases of their process and interactions.

8. **Communication:** Ensure ongoing and robust communication between supervising entities and individuals. Remain in close communication with the cohort of other Federal Funding Navigators, additional staff within the Northern Latitudes Partnerships, partners of the Western Alaska Partnership, and other key stakeholders. Advocate for the needs and priorities of Tribes in all discussions and negotiations.
9. **Monitoring and Reporting:** Keep abreast of changes and developments in federal funding initiatives. Regularly report on progress, challenges, and successes to both tribal leadership and Tribal project partners.
10. Submit proposals to ACSPI DBED Directors for approval.
11. Respond to internal and external queries on drafted and submitted proposals.
12. Maintain positive relationships with ACSPI staff, fund providers and other stakeholders.
13. Maintain records and submit reports related to grant opportunities.

MINIMUM QUALIFICATIONS:

1. Must be at least twenty-one (21) years of age.
2. Bachelors degree or equivalent. Experience may be substituted for education.
3. Valid state driver's license and clean driving record.
4. Successful background check and drug test.
5. Must be responsible and a team player.
6. Must be able to communicate effectively, orally, and in writing.
7. Must be able to lift 50 pounds or more.

REQUESTED SUBMISSIONS WITH APPLICATION:

- **HISTORY** – Provide relevant work history, experience, and examples of past performance
- **PROJECT EXPERIENCE** – Describe the individual's expertise in the preparation of grants. Specific expertise in infrastructure, scientific or research proposals, economic development, and tribally focused grants is preferred. Knowledge of Federal contracting rules, regulations, and fiduciary requirements for grants is also preferred. Please highlight relevant experience in these or related fields.
- **SUCCESS RATE** – Describe the success rate of submitted applications specializing in cultural, scientific, research, economic development, diversification, or economic focused grants, infrastructure and Tribal projects, or any other relevant successes related to procurement of project or program funding for Federal or State funds. Capital projects may also be part of the provided documentation. Provide examples of the type, scale, and scope of previous successfully funded grant proposals.
- **REFERENCES** – Provide references and contact information for previous projects.
- **TRIBAL INVOLVEMENT** – Describe experience working with tribal governments or other Alaska Native organizations, nations, tribes, or communities, and examples of Alaska Native or American Indian involvement on previous projects.

SALARY AND BENEFITS:

This is a salaried position with a compensation rate of \$78,000-\$91,000 annually. Wage will vary based on prior experience, education, skills, and certifications/training. Benefits include, Paid Time Off (Starting at 6 hours per pay period/156 hours per year); 16 Paid Holidays, Health Benefits; 401K; Employee Education Assistance.

DEADLINE:

This position is open until filled. Apply at the Tribal Government of St. Paul during normal business hours by completing an Application for Employment or by requesting and completing an Application for Employment electronically.

Applicants with incomplete applications will not be considered for the position. For an Application for Employment or more information contact Rene Warner, HR Manager at rawarner@aleut.com.

The Tribal Government encourages the applications from Alaska Natives and American Indian applicants, considering such applications favorably during the hiring process. Posted 12/9/2024