

GREAT LAKES INDIAN FISH & WILDLIFE COMMISSION

P.O. Box 9 • Odanah, WI 54861 • 715-682-6619 • FAX 715-682-9294

www.glifwc.org

• MEMBER TRIBES •

MICHIGAN

Bay Mills Community
Keweenaw Bay Community
Lac Vieux Desert Band

WISCONSIN

Bad River Band
Lac Courte Oreilles Band
Lac du Flambeau Band
Red Cliff Band
St. Croix Chippewa
Sokaogon Chippewa

MINNESOTA

Fond du Lac Band
Mille Lacs Band



JOB ANNOUNCEMENT

TITLE: Grant Manager/Grant Writer I

LOCATION: Great Lakes Indian Fish and Wildlife Commission
Odanah, Wisconsin

CLOSING DATE: Open until Filled

CLASSIFICATION: Permanent, Full-Time

SALARY: Starting Salary Range: \$42,355-\$50,299 (Dependent on qualifications and experience). Note: Position has been classified as 50% tax-exempt for qualified tribal members under Internal Revenue Code §7873 – Tax Exemption for Income Derived from Treaty Fishing Rights Related Activities. GLIFWC’s benefit package includes: 1) Federal Health Insurance (i.e., employer pays 87.5% of annual insurance premium); 2) vision and dental insurance; 3) retirement plan (i.e., employer provides a 6% contribution); 4) cafeteria plan; 5) disability insurance; 6) life insurance; 7) 14.5 paid holidays annually; 8) 12 paid vacation days annually; 9) 1 paid personal day annually; and 9) 12 paid medical leave days annually.

DUTIES AND RESPONSIBILITIES

The Project Manager/Grant Writer I is responsible for grant compliance and implementation of program objectives, under an Administration for Native Americans (ANA) Social and Economic Development Strategy (SEDS), Language Preservation and Environmental Regulatory grants.

The position will also undertake initiatives to address unmet needs identified by member tribes consistent with the Commission’s long range strategic plan and annual budget process including: 1) preparing and submitting grant applications to federal agencies as directed (i.e., ANA grants, BIA Youth Initiative grants, Department of Justice Tribal COPs grants, DOJ Youth grants, EPA grants, BIA and USGS Climate change grants, and U.S. Fish and Wildlife Service grants); 2) conduct funding searches and prepare and submit private foundation grant applications as directed; 3) assisting and participating in revising and updating the Commission’s long-range strategic plan as directed; 4) assisting tribes in developing value-added products and preparing business plans for enterprises that expand utilization of treaty harvested natural resources (i.e., maple syrup production, commercial fishing and fish processing enterprises, aquaculture and baitfish companies, wild plant harvesting, wild fruit harvesting, wood fuel harvesting and processing, wild rice harvesting, furbearer harvesting and processing, and wild meat harvesting).

QUALIFICATIONS

Minimum Qualifications – Bachelor’s degree in Tribal Administration and Governance/Business Administration Certificate, Business Administration, Regional Planning & Community Development, or related field.

Preferred Qualifications - Master of Tribal Resource and Environmental Stewardship, Master of Tribal Administration and Governance (i.e., with BA/BS in Business Administration or Business Minor), MBA, or related field.

In addition, applicants are required to demonstrate:

- Coursework, knowledge and experience in natural resource management, environmental protection, and environmental economics.
- Strong skills in written and oral communication and an ability to organize and conduct business development workshops.
- Coursework, knowledge, and experience in preparing business plans including preparing pro-formas (i.e., income statements and balance sheets), product development, market research and marketing plans, production analysis/cost accounting, and assessment of management structures.
- Knowledge and experience in grant management (i.e., federal regulations, OMB Super circular, CFR 25, etc.)
- Knowledge and experience in tribal management including staff supervision, financial management, fundamentals of accounting, and strategic planning.
- Possess a valid driver license and willingness to travel in throughout the Minnesota, Wisconsin, and Michigan area.
- Ability to prepare grant applications for federal, state, and private foundation funding.
- Ability to manage and implement federal, state, and private foundation grants.
- Demonstrate technologically proficient with computer skills including MS Office Suite (i.e., Word, Excel, Outlook) and Adobe Pro.

Indian preference will be applied consistent with GLIFWC policies and the federal Indian Self Determination and Education Assistance Act (PL 93-638).

APPLICATION PROCEDURE

Applicants must submit a completed GLIFWC primary application for employment (available at www.glifwc.org), cover letter, resume, 750+ word writing sample and three professional references to: Jim Thannum, Director of Planning and Development, Great Lakes Indian Fish & Wildlife Commission, P.O. Box 9, Odanah, WI 54861; OR email to: jthannum@glifwc.org with subject line: Job Application - Grant Project Manager/Grant Writer I.