



Pride of the Ojibwe

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****Job Announcement****

Grant Writer

Job Title: Grant Writer
Posted date: March 4, 2026
Closing Date: Open until Filled
Salary: Anticipated starting range \$60,000–\$70,000, with flexibility for highly qualified candidates.
Department: Planning and Grants Department, Tribal Government Offices
Reports to: Planning and Grants Director

Position Summary:

The Grant Writer develops competitive grant applications, strategic plans, budgets, and supporting documents to secure funding for essential government services and programs that enhance the social and economic well-being of the Lac Courte Oreilles community. This position provides technical writing, research, and planning support to Tribal Administration and the community. The successful candidate will demonstrate exceptional attention to detail, the ability to independently manage complex grant applications, and a strong track record of ensuring full compliance with all Notice of Funding Opportunity (NOFO) requirements. The role requires strong organizational and time management skills, with the ability to manage workload priorities and maintain steady progress on assignments in a professional office environment.

Key Responsibilities:

Grant Development & Research:

- Research and interpret funding notices, regulations, and program requirements.
 - Evaluate funding opportunities for eligibility, feasibility, and competitiveness.
 - Ensure applications fully address and comply with all NOFO requirements, scoring criteria, and submission standards with zero-defect attention to detail.
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- Prepare complete grant applications aligned with federal and state scoring criteria, including:
 - Executive Summary
 - Need for Assistance
 - Community Impact
 - Goals and Objectives
 - Work Plans
 - Outcomes and Evaluation
 - Organizational Capacity
- Develop multi-year project budgets and budget justifications using Excel.
- Identify and document allowable match and in-kind resources.
- Prepare required attachments such as logic models, position descriptions, Tribal resolutions, and letters of support.

Planning, Analysis & Community Engagement:

- Collaborate with Tribal departments to develop strategic plans and program initiatives.
- Advise leadership on funding opportunities, risks, and policy considerations.
- Design and administer community surveys to document Need for Assistance.
- Compile and analyze economic, demographic, and social data.
- Develop tables, charts, and statistical summaries to support applications.
- Conduct research through literature review, interviews, and records analysis.
- Prepare written reports, newsletters, web content, and public information materials.
- Assist with public meetings, hearings, and General Membership presentations.
- Support Tribal strategic planning initiatives.

Minimum Qualifications:

- Bachelor's degree in Business/Tribal Administration, English or related field.
- Minimum three (3) years of professional writing or research-based experience.
- Demonstrated ability to develop complex grant narratives (up to 40 pages) with citations.
- Demonstrated experience managing complex, multi-component project budgets and federal grant financial requirements.
- Demonstrated history of securing competitive federal or state grant awards.
- Proficiency in Microsoft Word and spreadsheet applications (Excel or equivalent).
- Experience submitting applications through online grant portals.
- Experience with construction, infrastructure, or renewable energy projects.
- Valid driver's license.
- Ability to pass pre-employment drug screening and background check.

Knowledge, Skills & Abilities:

- Exceptional attention to detail with a demonstrated ability to produce error-free, fully compliant grant submissions.

- Strong ability to work independently with a high level of professionalism, discretion, and trustworthiness.
- Excellent time management and project prioritization skills with the ability to manage multiple concurrent deadlines.
- Advanced understanding of complex grant and construction budgets, including multi-year projections, cost allowability, and match documentation.
- Proven ability to interpret NOFO requirements and translate them into competitive, responsive applications.
- Excellent organizational, written, and verbal communication skills.
- Strong budget development and financial analysis skills.
- Familiarity with the Lac Courte Oreilles community and Tribal governance.
- Ability to manage multiple deadlines in a fast-paced environment.
- Initiative, creativity, and problem-solving ability in grant development.
- Strong teamwork and cross-department coordination skills.
- Ability to interpret and apply grant regulations, laws, and policies.
- Strong data collection, analysis, and evaluation skills.
- Perform other related duties as assigned to support departmental and organizational priorities.

Performance Metrics:

Performance in this role will be evaluated based on measurable outcomes including, but not limited to:

- Timely submission of complete and compliant grant applications.
- Demonstrated success rate in securing competitive federal, state, and foundation funding.
- Accuracy and completeness of application packages with minimal revisions required.
- Quality and competitiveness of narratives relative to NOFO scoring criteria.
- Effective management of multiple concurrent grant deadlines.
- Quality of budgets and supporting documentation.
- Responsiveness and collaboration with Tribal departments and leadership.
- Contribution to departmental funding goals and strategic priorities.

Indian Preference

Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450b) provides that any contract, subcontract, grant or subgrant pursuant to an act authorizing grants to Indian organizations or for the benefit of Indians shall require that, to the greatest extent feasible: (1) preference and opportunities for training and employment shall be given to Indians; and (2) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned economic enterprises as defined in section 3 of the Indian Financing Act of 1974 (25 U.S.C. 1452).

Application Procedure & Requirements:

1. **Completed LCO Employment Application, including Release and Authorization form (included in application)**
2. **Cover Letter (Letter of Interest)**
3. **Resume**
4. **At least three (3) letters of Referral (Recommendations)**
5. **A writing sample**
6. **And any other supportive documents**
7. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL, FAX OR EMAIL ALL INFORMATION TO:

**Lac Courte Oreilles Tribal Government
ATTN: Human Resource Department
13394 W Trepania Road
Hayward, WI 54843
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***Tribal Preference will apply to qualified applicants in accordance with the
Lac Courte Oreilles Policies & Procedures Manual.***