



**Sucker Creek First Nation**  
**EMPLOYMENT OPPORTUNITY**  
***POSITION TITLE: GRANT WRITER***

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**Summary:**

Sucker Creek First Nation is seeking a Grant Manager to maintain the Nations Grants database and provide leadership advice on the identification and preparation of a variety of grants, proposals and reports. Working with individual departments through to larger inter-organizational teams, the Grant Manager will conduct background research, writes and provides proposal editing, and customized writing, and technical presentations for target audiences with respect to Sucker Creek First Nation's values and strategic priorities.

**Position Duties:**

**Research:**

Performs background research on and develops professional relationships with provincial, federal and private sector funding, granting and contributing agencies  
Acts as a central resource for knowledge about relevant funding opportunities.

Ensuring active grants and potential proposals provide the maximum benefit to the Nation and do not conflict between the departments.

**Facilitation:**

Works closely with band programs and managers to maintain awareness of projects requiring external funding.  
Connects funding opportunities with Sucker Creek First Nation projects and programs.  
Proactively seeks out and encourages individual managers and band programs to apply for funding  
Facilitates the proposal development process for projects of varying sizes and topics, from small-scale to complex, inter-organizational projects  
Provides facilitation services as needed in a variety of areas (e.g. chairing project team meetings involving multiple stakeholders, problem solving during the course of a grant funded project)

**Proposal Development:**

Works collaboratively with individuals and teams of program staff to design, develop and prepare substantial sections of grant proposals, letters of intent, briefings, background document, program rationales, and other reports for submission to funding agencies  
Tailors writing and presentations to funding agency objectives, priorities and guidelines with a thorough understanding of Sucker Creek First Nation's mandates, culture and guiding documents (such as the Comprehensive Sustainable Community Development Plan)  
Formulates budgets to ensure compliance with funding agency and band policies and program requirements  
Copy, edits and arranges proposal content into a clear and cogent written format

**Monitoring:**

Tracks and prepares internal reports as necessary on the results of Sucker Creek First Nation's proposals, active grant funded projects and federal contributions  
Ensures all funding and contribution agreements, and other funding contracts are signed by the appropriate authority, submitted to the funder within required timeframes, and filed to ensure compliance with Sucker Creek First Nation's financial policies  
Works with the project team to prepare and submit all required narrative and financial reports and documents accurately and on time.



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**Qualifications:**

The work requires the following knowledge, skill and/or abilities:

Expert knowledge equal to that acquired through a university education in a field such as Business Administration or related field and experience

A minimum of 3 years' experience in building successful funding proposals for provincial, national, and private sector agencies

In depth knowledge of successful grant and contribution application procedures and granting and contributing agency requirements

Should have in depth knowledge of the Act and Regulations relating to First Nation issues, including the Indian Act.

Knowledge and understanding of land use industries, such as oil and gas, forestry and their practices. Knowledge in Financial System Duties

Possess excellent, effective decision making and assessment skills

Possess presentation, public relations, oral and written skills along with interpersonal communications skills.

Strong interpersonal, organizational and problem-solving skills, including the ability to multi-task a range of complex projects and to meet the required deadlines Ability to work under pressure and handle frequent interruptions Ability to work in an independent and flexible environment

Excellent English verbal and written communication skills including training and/or education in communication Ability to skillfully incorporate a broad knowledge base and communicate complex issues to the non-expert reader Excellent critical review and substantive editing skills

Advanced knowledge of Word, Excel and PowerPoint

Awareness and knowledge of Sucker Creek First Nation culture, political and social contexts and of First Nations in general

**Working Conditions:**

Work is performed full-time in an office environment

Successful Criminal Record Check

Able to travel to off-site meetings and information sessions as required Oath of Confidentiality must be signed prior to commencing employment.

A criminal record (CPIC) check and Child Welfare Information Systems (CWIS) check must be provided. (Before the Interview)

Must possess a valid driver's license and submit a driver's abstract. (Before the Interview)

Internal applications will be considered first, then external applications will be considered.

**Deadline for Applications: June 12, 2019 @ 4:30 p.m.**

Please hand in your resumes, or mail or email them to;

**Attention: Deborah Willier**

**Sucker Creek First Nation**

**Box 65**

**Enilda, Alberta**

**T0G 0W0**

**Email: [applicants@scfn.ca](mailto:applicants@scfn.ca)**

**\*Only successful applicants will be contacted\***