

Grant Writer Consultant

The Grand Traverse Band OPDE Grant Writer Consultant, will provide the following services:

- 1) Direct consultation to the GTB OPDE as requested
- 2) The Grant Writer Consultant would be available for assistance to the Grant Writing Office.
- 3) Minimum Qualifications:
 - a. Must have extensive education and background in writing grants.
 - b. Must be able to provide research and development of grants.
 - c. Must assist with survey development, if necessary.
 - d. Certification in grant writing would be preferred.
 - e. Must have a minimum of a bachelor's degree.
- 4) The Grant Writer Consultant will coordinate, guide and assist current OPDE staff in writing grants.
- 5) In close partnership with the OPDE staff, the Consultant will lead the writing and submission of highly technical and involved government grants.
- 6) Working closely with the OPDE staff, you will complete your grant application, proposal, or letter of inquiry, ensuring that it's highly competitive and thorough.
- 7) Will access subscription-based databases and pore over list of possibilities for grant opportunities, then develop a list of strong matches with grant makers and GTB.
- 8) Make written recommendations during the grant writing process.

Rate: Agreed upon hourly rate; or would consider % of approved grant total

Contract dates: February 15, 2019 to August 31, 2019

All proposals will be accepted at the following address:

Grand Traverse Band of Ottawa and Chippewa Indians
Attn: Rebecca Woods
2605 N. West Bayshore Drive
Peshawbestown, MI 49682
Email: becky.woods@gtbindians.com

For more information contact Becky Woods at 231.534.7240 or Becky.Woods@gtbindians.com.