

ARCTIC SLOPE NATIVE ASSOCIATION
JOB VACANCY ANNOUNCEMENT

Opening Date:	October 16, 2017	Closing Date:	November 10, 2017
Position:	<u>Grants Writer & Administrator</u>	Reports to:	Vice President of Administration
Salary/Wage:	\$72,600 – \$78,524 DOE	Department:	Administration
Hours:	Monday – Friday; 8:30 a.m. – 5p.m.	Location:	ASNA

Brief Summary:

Researches, prepares and submits proposals for the Arctic Slope Native Association, Limited. In addition, works with the department managers & Grant Manager to assure the organization's compliance with existing grant and contract requirements.

This position will also work closely with the ASNA leadership team on the development of the organization's long-term vision and the overall strategy of the organization.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Desired Knowledge, Skills and Abilities:

Working knowledge of the foundation world engaged in health and social services.

Understanding of the not-for-profit world and the fundraising skills and approach needed in this environment.

Demonstrated ability to communicate and write accurately, clearly and concisely; excellent presentation skills.

Excellent analytical and mathematic skills.

Express excellent judgment, discretion, and decision-making.

Maintain thorough documentation.

Demonstrate the ability to handle multiple assignments, balance priorities, and make decisions quickly.

Manage competing demands; able to deal with frequent change, delays or unexpected events.

Demonstrated ability to develop and maintain quality indicators.

Maintain confidentiality.

Support ASNA's mission and goals; follow all policies and procedures.

Demonstrate knowledge of Joint Commission standards applicable to all services provided within the department.

Proficient skills in the use of computers; Applications used: Microsoft Word, Excel, and Publisher.

Education and Experience

Minimum five years of program planning, administration, public administration or grants administration experience required.

A Bachelor's degree in Business Administration, Communications, or Health Profession is preferred.

Three to five years of hospital/clinic experience preferred.

An equivalent combination of relevant education and/or training may be substituted for experience.

Prior experience working in Tribal Health care or other tribally affiliated organization preferred.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.

PO Box 29 * Barrow, AK 99723 * 907.852.9204 * FAX 907.852.6217

This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Arctic Slope Native Association, Ltd. exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law.