

**WICHITA AND AFFILIATED TRIBES  
POSITION DESCRIPTION**

**TITLE: GRANT WRITER/COMPLIANCE OFFICER**

**SUPERVISOR: TRIBAL ADMINISTRATOR**

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**GENERAL DESCRIPTION:** Under the supervision of the Tribal Administrator. Grant Writer/Compliance Officer's essential functions include composing grants/contracts, grant/contract compliance and administrative oversight, administrative analysis, technical report writing, account and statistical record keeping, and participation in program reviews by funding agencies.

**DUTIES AND RESPONSIBILITIES:**

1. Primarily responsible for the preparation and generation of proposals, grant and contract application, and supporting documentation in response to solicitations.
2. Responsible for performance of professional and administrative work in researching, identifying, developing and responding to public and private grant opportunities.
3. Identifies funding opportunities and new program areas.
4. Serves as liaison to all funding agencies and organizations, if needed. Also serves as liaison with program staff, if needed.
5. Institutes and maintains an effective compliance communication program for the Tribal organization by identifying potential areas of compliance vulnerability and risk.
6. Develops and implements corrective action plans for resolution of problematic issues and provides general guidance on how to prevent or deal with similar situations in the future.
7. Involvement in fiscal operations with Tribal programs involving department directors and finance to ensure proper financial management of programs with established grant/contract regulations.
8. Coordinates and assists in the development of program budgets and required reporting with departmental personnel that direct various grant/contract programs as required by applicable grant/contract regulations.
9. Monitors all grants/contracts on a monthly basis to evaluate status of all programs progress in completion of all grant/contract objectives.
10. Prepares a variety of periodic and special reports involving corrective actions to ensure compliance with Federal, State, and Tribal regulations.

11. Ensures that all program reports and financial statements are prepared and submitted in a timely manner and in compliance with reporting requirements.
12. Develops a compliance communication system to effectively monitor and address program vulnerability and risk.
13. Establishes and maintains a filing and information retrieval system for grants/contracts for Central file.
14. Meets with various Federal, State, and Tribal representatives to discuss and resolve intergovernmental program concerns or issues.
15. Performs other duties relating to position as requested.

**QUALIFICATIONS:**

1. Possess a Bachelor's Degree in Business Administration or related field from an accredited College/University.
2. Have at least five (5) years of experience in the administration and management of tribal government operations, grants compliance, internal compliance auditor, or equivalent.
3. Working knowledge of contracts/grants, federal guidelines, and tribal program operations.
4. Must have at least two (2) years of experience working in a position related to fiscal operations and budget management.
5. Documented experience in preparing and submitting grant applications and funding proposals including research capability to identify sources of program support.
6. Excellent communication skills, both oral and written, to interact with people and program directors, as well as officials, funding agencies, and other individuals regarding grant/contract program matters.
7. Be computer literate and able to operate software for letter processing and spreadsheets.
8. Must possess a valid Oklahoma Driver's License.
9. This position requires a successful background check and drug screening.