

Job Posting
Job Description
Saddle Lake Cree Nation
Grant/Proposal Writer

Title

Grant/Proposal writer / FNDF Program Coordinator

Reports To

Saddle Lake Tribal Administrator

Saddle Lake Office Manager

Chief and Council when required

Summary

Produce professionally written proposal content that clearly articulates Saddle Lake Cree Nations values

Job Duties

Determines proposal concept by identifying and clarifying opportunities and needs
Meeting proposal deadline by establishing priorities and target dates for information gathering, writing, review and approval;

Gathers proposal information by identifying sources of information; coordinating submissions and collections; identifying and communicating risks associated with proposals.

Develops proposal by assembling information including project nature, objectives/outcomes/deliverables, implementation methods, timetables, staffing, budget, standards of performance and evaluation; writing, revising, and editing drafts including executive summaries, conclusions, and organization credentials.

Prepares presentation by evaluating text, graphics, and binding; coordinating printing.

Maintains quality results by using templates; following proposal-writing standards including readability, consistency, and tone; maintaining proposal support databases.

Obtains approvals by reviewing proposal with key providers and project managers

Improves proposal-writing results by evaluating and re-designing processes, approach, coordination, and boilerplate;

Communicate and influence at a senior level

Strong time management / prioritisation skills

Strong written English

Requirements

- Bachelor's degree in a related business field required
- Minimum of 3 years of work experience in proposal writing
- Experience in the industry preferred
- Demonstrated ability to meet strategic organization objectives
- Proven project management skills required
- Effective communication skills with individuals at all levels of the organization
- Effective written and verbal communication skills as well as presentation skills
- Inspire and lead a team in order to influence change
- Computer literacy, including effective working skills of MS Word, Excel, PowerPoint, Adobe products and e-mail required
- Able to build and maintain lasting relationships with corporate departments, key business partners, and employees
- Demonstrated ability to have a positive impact on business results
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Working Conditions

- Travel may be required
- Ability to attend and conduct presentations
- Interacts with employees and management
- Manual dexterity required to use desktop computer and peripherals
- Overtime as required

- **Saddle Lake Tribal Administration**
 - **Box 100**
 - **Saddle Lake, Alberta**
 - **TOA 3T0**
 - **Attn: Sheila Redcrow**
 - **or**
- **Email: Sheila.redcrow@saddlelake.ca**
- **Posted:** March 14, 2022
- **full submission of Resume/Cover Letter** March 25, 2022.
- **Interviews:** March 30, 2022.
- **Refer to the full Job Description for more information or contact the Saddle Lake Tribal Administration 780-726-3829.**