



**San Pasqual Band of Mission Indians
Job Vacancy**

Position Title: Grant Writer	Posting Date: 06/03/2025
Position Reports to: CFO	Employment Category: Full- Time
Department: Finance	Internal Closing Date: 06/08/2025

Position Summary:

The Grant Writer is responsible for writing and submitting proposals and coordinating the grant application process. This includes researching and identifying grant opportunities managing the proposal submission process, maintaining the grantor/funder database and ensuring program compliance by working closely with department heads, the SPBMI procurement officer, Business Committee and stakeholders including grantors to achieve funding for critical Tribal initiatives projects and programs. The grant writer works under the direction of the Tribal Chief Financial Officer as a member of the Finance staff. The grant writer is proficient in developing project budgets, creating workflow performance milestones, ensuring all deadlines are met and proposals are completed and submitted on time in a professional manner.

Essential Duties and Responsibilities:

- Responsible for grant proposal development, preparing and organizing proposal materials, submitting and monitoring grant applications, ensuring compliance with grant submission guidelines.
- Writing high-quality grant proposals
- Diligently and thoroughly completing grant applications
- Compiling and submitting documents/data/exhibits that support the grant application
- Managing and coordinating the entire proposal submission process
- Follow-ups on progress of submitted proposals
- Research and documents the reason for denial/rejected proposals to identify mistakes, errors and omissions and ensure the success of future proposals
- Monitors notices of funding availability (NOFA), requests for proposals (RFP), Federal Register, agency websites, etc. identifying current and future funding opportunities
- Research new or pending grants and potential funding opportunities
- Performs other duties as assigned

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities for this position at any time.

Qualifications & Skills

REQUIRED EDUCATION / CERTIFICATIONS:

- Bachelor's degree or equivalent combination of education and experience
- 3 to 5 years' experience in grant writing

EXPERIENCE / QUALIFICATIONS / SKILLS:

- Excellent written communication skills
- Ability to write clear, concise, structured and persuasive proposals
- Comfortable prospecting grant-tracking platforms and funding agencies
- Detailed oriented; deadline driven
- Strong interpersonal and organizational skills
- Works with minimal supervision
- Comfortable with social media
- Must pass initial drug screen and background check
- Must possess valid identification

Individuals interested in being considered for this position should email their resume to hr@sanpasqualtribe.org, apply online at <https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=176015&clientkey=B8DA13884CDB5C1B3AA4580D7D4DD0B1> or submit their application in person or by mail to 16400 Kumeyaay Way, Valley Center, CA 92082.

In accordance with the Policies and Procedures, San Pasqual Band of Mission Indians will at all times and for all positions give hiring, transfers and promotional preferences to qualified applicants in the following order: 1. San Pasqual Band of Mission Indians Members. 2. First generation Lineal Descendant or the legal spouse of an enrolled Tribal Member who contributes to the household. 3. San Pasqual Band of Mission Indians Lineal descendants. 4. Other American Indians. 5. All Others.