

# Job Description

**OPEN:– until filled**



**Job Title:** VIF Grant Writer  
**Supervisor:** Northwest Arctic Borough Mayor  
**Classification:** **Classified**  
**Hours Per Week:** 37.5 hours (full-time) 8:00 a.m. – 4:30 p.m.  
**Pay Level:** \$80,000 - **D.O.E.**  
**Benefits:** Medical, Dental, PERS, and Life Insurance

**DESCRIPTION:** The Northwest Arctic Borough Village Improvement Fund (“VIF”) was created as a fund dedicated to Borough villages for capital projects and improvements in services within the communities which it serves. The VIF will support projects, infrastructure and quality of life services for our villages within the Northwest Arctic Borough. This role is responsible for the management of all project concepts and grant funding from inception to completion. This position will research and develop funding proposals for the suggested projects in the villages. This role will also be responsible for developing and maintaining strategic partnerships with external organizations, agencies and individuals, maintaining efficient and complete administrative record of village priorities.

### DUTIES:

- Collaborate with VIF commission members and communities to identify priorities, project needs, and infrastructure needs within NAB communities.
- Research, apply and implement grants that support projects identified in VIF priorities.
- Research and distribute grant and funding opportunities in line with priorities set by the VIF commission.
- Conduct presentations to VIF commission, NAB Assembly, NAB administration and other agencies as required.
- Coordinate and disseminate grant applications and funding opportunities to VIF communities.
- Provide training and information about grants and funding opportunities to VIF communities and develop plans for sustainable grant writing positions within the VIF communities.
- Create plans and coordinate projects in-line with the plans for grants and funding opportunities.
- Perform other duties as assigned.

### QUALIFICATIONS:

- Bachelor Degree or equivalent proven experience directly related to successful research, analysis and grant administration, including grant writing experience.
- Ability demonstrate excellent analytical and organizational skills
- Ability demonstrate excellent oral and written communication skills
- Ability demonstrate excellent budgeting and planning skills
- Ability demonstrate excellent facilitation and marketing skills
- Ability to work collaboratively and independently to achieve Borough goals
- Skills and experiences to set-up, coordinate, and support public meetings/hearings with local people with various agencies.

### SIGNATURES:

This job description has been approved by all levels of management:

Mayor

Date

\_\_\_\_\_

Personnel Officer

Date

\_\_\_\_\_

Chief of Staff

Date

\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee

Date

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