



NATIVE VILLAGE OF EKLUTNA

JOB OPENING

GRANT DEVELOPMENT SPECIALIST

Want to work where you are appreciated? Do you want your work to make a difference? Do you have experience writing grants? The Village of Eklutna, the Original People of this Southcentral Alaskan land, is hiring an experienced grant writer. Working under the guidance of the strategic plan, this position will assist in grant development activities, including research, writing, and submission of grants that will benefit tribal members. The Grant Development Specialist will also work with departmental staff within the Native Village of Eklutna to ensure proper monitoring and grant compliance.

- HS diploma and US Citizenship required. College degree preferred.
- Must have experience writing federal, state, or foundation grants.
- Salary: \$35/hour or DOE. Benefits include health, dental, vision, and life insurance. The Native Village of Eklutna gives tribal preference in all positions.

Send a cover letter, resume, writing sample, and work history profile to Brenda Hewitt, Tribal Administrator, at bhewitt@eklutna.org by September 30, 2023. Applicants will be notified by October 15, 2023, if they will move to the interview stage.