



Mashpee Wampanoag Tribe
483 Great Neck Rd. P.O. Box 1048 Mashpee, MA
02649
Phone (508) 477-0208 Fax (508) 477-1218

Job Title: Development Officer-Consultant

Reports To: Chairman

Status: Non-Employee Consultant

Hours: 20 hours per week

Salary: \$52.00 per hour

Deadline: February 5, 2010

Summary: Plans, organizes, and directs all ongoing grant development and funding programs for the Tribe by performing the following duties:

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Prepares strategic plan with short- and long-range goals to meet organization's funding objectives, and enlists support from program managers, staff and Tribal Council.

Establishes development policies, systems, and procedures.

Researches and identifies public, government, private grant agencies and foundations to identify potential sources to fund Tribal operations, community services, or other projects.

Researches funding source proposal requirements and submittal deadlines and maintains report deadline calendar.

Interviews program managers to determine goals and objectives, scope, feasibility, and funding needs for programs.

Gathers and maintains current files on institutional programs and projects.

Writes, edits, and proofreads proposals and reports to corporate, foundation, and government funders.

Coordinates preparation, assembly, and delivery of proposal documents.

Tracks status of proposals and follows up to provide additional information as required by funding sources.

Prepares and provides department budget coordination and support related to grant development.

Develops and submits grant proposals for funds from private foundations and government agencies.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Collects and researches data.

Problem Solving - Gathers and analyzes information skillfully.

Project Management - Develops project plans; Communicates changes and progress.

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance.

Interpersonal - Maintains confidentiality.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Demonstrates group presentation skills.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively.

Visionary Leadership - Displays passion and optimism.

Business Acumen - Demonstrates knowledge of market and competition.

Ethics - Works with integrity and ethically.

Organizational Support - Follows policies and procedures.

Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.

Adaptability - Able to deal with frequent change, delays, or unexpected events.

Dependability - Commits to long hours of work when necessary to reach goals.

Planning/Organizing - Prioritizes and plans work activities; Develops realistic action plans.

Professionalism - Treats others with respect and consideration regardless of their status or position.

Quality - Demonstrates accuracy and thoroughness.

Quantity - Meets productivity standards; Completes work in timely manner.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Bachelor's degree (B. A.) from four-year college or university; a minimum of five years related experience in the area grant writing and program development; or equivalent combination of education and experience.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software; Internet software; Project Management software and Database software.

Certificates and Licenses:

Must possess a valid driver's license.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 10 pounds. While performing the duties of this job, the employee is regularly required to sit. The employee is occasionally required to stand and walk.