



MISSISSIPPI BAND OF CHOCTAW INDIANS
TRIBAL ADMINISTRATION
P. O. BOX 6010
CHOCTAW, MS 39350
OFFICE (601) 656-5251

JOB ANNOUNCEMENT #327158

POSITION TITLE: Planner/Grant Writer
JOB LOCATION: Tribal Development Division and Planning Office
SALARY: Negotiable
OPENING DATE: **MAY 24, 2022** MAY 24 2022
CLOSING DATE: **JUNE 07, 2022 OR UNTIL FILLED**
SUPERVISOR: Development Division Director
TYPE OF EMPLOYMENT: Regular Full-Time

SCOPE OF SERVICES:

The Planner/Grant Writer for the Mississippi Band of Choctaw Indians' Development Division and Planning Office will work directly with the Tribal Administration and the Development Division Director to communicate with various Tribal departments seeking or receiving Federal funding, engaged in contracts, responsible for grants management and compliance, fiscal and program reporting, budgeting, procurement, investments, and other tasks; conduct online research and distribute information; producing documents, including grant applications and associated Tribal Government documents; and learning about the daily office operations of Development and Planning. The Grant Writer performs cost-effective planning, using evidence-based planning principles and leveraging data analytics. The Planner/Grant Writer will assist the Tribal Chief, Director of Administration, Executive Assistant, and the Special Projects Office in completing writing assignments as directed. Provide necessary and timely services to Tribal members, departments, programs, and administrative offices.

RESPONSIBILITIES:

1. Conduct research on available discretionary and non-discretionary Federal funding opportunities to meet prioritized identified Departmental needs.
2. Regularly monitor the Federal Register and Grants.gov for all Federally provided information relevant to Federally recognized Indian tribes and share information with Tribal Departments as appropriate.

3. Develop familiarity and online navigational skills with applicable Federal and other departments and agencies, such as the US Department of the Interior; Bureau of Indian Affairs; Bureau of Indian Education; US Department of Justice; Environmental Protection Agency; US Department of Education; US Department of Homeland Security; US DHHS; USDA; EDA; FTA; MDOT; Head Start; Indian Health Service, among others.
4. Provide MBCI grant-writing skills in close collaboration with Planning, Development, Administration, and Departments to strengthen special funding resources, human and fiscal resources, and Tribal assets.
5. Lead a strategic planning process to conduct needs and capacity assessments for Tribal Departments; provide written documentation of findings.
6. Identify gaps and resources from which to build community-based Tribal preparedness, prevention, and response strategies.
7. Assist MBCI in its efforts to elevate the importance of Choctaw tribal identity, culture, language, and history.
8. Develop familiarity with MBCI's Grants Management and Compliance Office with overall grantsmanship to include pre-award and post-award requirements.
9. Work to develop program grant application budgets.
10. Work to prepare official MBCI written communications such as position job descriptions, business letters, memoranda, departmental policies; Tribal Council resolutions; internal and external reports; and other applicable written communications as requested.
11. Perform related duties as assigned by immediate supervisor.

QUALIFICATIONS:

1. Bachelor's degree graduate of an accredited college or university; preference for English or Planning major. Concentrations may include Development; Comprehensive / Long-Range Planning; Economic Development; Environmental / Natural Resources Planning; Food Systems Planning; Hazard Mitigation Planning and Disaster Recovery Planning; Historic Preservation; Housing; Land Use and Code Enforcement; Parks and Recreation; Planning Management and Finance; Transportation Planning; or Urban Design and Preservation.
2. Strong preference for familiarity with Federally recognized Indian tribes; Federal funding agencies; USET, and/or other pertinent agencies.
3. Ability to satisfactorily meet or exceed selection criteria identified by the Tribal Chief, the Development Division Director, and the Planner.

4. Preference for bilingual Choctaw/English language skills.
5. Demonstrated proficiency in the written English language, with particular attention paid to correct grammar and diction.
6. Excellent communication skills and an academic record that can withstand critical review.
7. Demonstrated ability to relate well and communicate effectively with professionals and non-professionals with integrity.
8. Preference for prior work experience with the Mississippi Band of Choctaw Indians or other American Indian populations.
9. Demonstrated knowledge, understanding, and appreciation of Choctaw Tribal culture, language, history, and present-day lifeways.
10. Ability to accurately interpret Federal and Tribal rules, regulations, and policies.
11. Must be able to work in a team environment and possess strong organizational and time management skills.
12. Ability to satisfy the MBCI Drug- and Alcohol-Free Workplace policy.
13. Ability to satisfy the MBCI Background Investigation and Adjudication policy.
14. Ability to travel when required.
15. Valid Mississippi Driver's License; adequate personal transportation; personal automobile liability insurance coverage per State law.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

“Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ a person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training, and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training, and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that

a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.”

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033
Choctaw, MS 39350