



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
SALARY: Negotiable
OPENING DATE: **MARCH 17, 2023** MAR 17 2023
CLOSING DATE: **MARCH 31, 2023 OR UNTIL FILLED**
SUPERVISOR: Director, Development Division
LOCATION: Planning Department

SCOPE OF SERVICE:

The Planner/Grant Writer for the Mississippi Band of Choctaw Indians' Development Division and Planning Office will work directly with the Development Division Director to acquire first-hand knowledge and experience in the operations of Tribal Government while learning to navigate business communications with various Tribal departments seeking or receiving Federal funding, engaging in contracts, responsible for grants management and compliance, fiscal and program reporting, budgeting, procurement and other tasks; learning to conduct on-line 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 Planner/Grant Writer will actively engage in work assignments and perform them in a supervised, accurate and professional manner in a process of learning the scope of work required for successful provision of necessary and timely services to Tribal members, departments, programs, and administrative offices.

DUTIES AND RESPONSIBILITIES:

1. Conduct research on available discretionary and formula federal funding opportunities to meet prioritized departmental needs;
2. Research federal websites daily, such as the Federal Register and Grants.gov, among others;
3. Develop familiarity and online navigational skills with applicable Federal and other departments and agencies, such as USET, 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. Write grant applications in close collaboration with Planning, Development, Administration, and Departments to strengthen special funding resources, human and fiscal resources and Tribal assets;
5. Provide professional grantsmanship training to co-workers;
6. Identify gaps and resources from which to build community-based Tribal preparedness, emergency management, crisis prevention and response strategies;
7. Assist MBCI to elevate the importance of Choctaw tribal identity, culture, language and history;
8. Collaborate with MBCI's Grants Management and Compliance Office to strengthen overall grantsmanship, focusing on pre-award tasks;

9. Assist in developing multi-year grant application budgets;
10. Produce official MBCI written communications per guidance from the immediate supervisor, such as position descriptions, business letters, memoranda, official e-mails, departmental policies, Tribal Council resolutions, internal and external reports, MOU's, interdepartmental agreements, and other applicable written communications as requested;
11. Perform related duties as assigned by immediate supervisor.

QUALIFICATIONS:

1. Master's Degree from an accredited college or university in English, Communications, Planning, or another relevant academic discipline;
2. Preference for English or Planning major; may have a focus on any of the following professional concentrations: Community 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;
3. Preference for bilingual Choctaw/English language skills;
4. Demonstrated mastery of the written English language, with particular attention paid to correct grammar and diction;
5. Excellent communication skills and an academic record that can withstand critical review;
6. Demonstrated ability to relate well and communicate effectively with professionals and non-professionals with integrity;
7. Preference for prior experience with MBCI or other indigenous populations;
8. Ability to travel locally and out-of-state as required;
9. Ability to accurately interpret federal and Tribal rules, regulations and policies;
10. Valid Mississippi Driver License; adequate personal transportation; personal automobile liability insurance coverage per State law;
11. Ability to satisfy the MBCI Background Investigation and Adjudication policy;
12. Ability to satisfy the MBCI Drug and Alcohol Free Workplace policy.

NOTE: The Administrative Personnel Policy and 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 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 Resource
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350