



# Cow Creek Government Office

## UIUC Grant Writer

Job Code: 4870  
Department: UIUC  
Location: Canyonville, OR  
Minimum Salary: \$27.99

### POSITION PURPOSE:

The Grant Writer is responsible for finding funding opportunities for the Umpqua Indian Utility Cooperative and writing polished proposals to earn grant money. Their duties include researching deadlines, drafting requests, and submitting reports for approval.

### ESSENTIAL FUNCTIONS:

- Study and understand the history, structure, objectives, programs, and financial needs of the organization.
- Research grant opportunities from government and non-government agencies.
- Draft grant proposals and supporting documents based on the funding requirements of the organization.
- Submit proposals to grant committees for approval.
- Respond to internal and external queries on the drafted and submitted proposals.
- Maintain positive relationships with fund providers and other stakeholders.
- Maintain records and submit reports related to grant opportunities.

### QUALIFICATIONS:

- Bachelors' degree in English, communications, creative writing, or a related field, Master's degree preferred.
- A minimum of 2 years' experience in grant writing.
- Excellent knowledge of proposal submission and fundraising process.
- Ability to study and understand programs and funding requirements of the organization.
- Strong research skills and knowledge of information sources.
- Excellent organizational and time management skills a must.
- Ability to handle confidential matters with the utmost integrity.
- Excellent computer skills required.