



# Kiowa Tribe

125 E. Broadway · Anadarko, Oklahoma · 73005

Phone: (580) 654-6470

## Natural Resources Department

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### Request for Proposal: Contract Opportunity for Grant Writer

The Kiowa Tribe Natural Resource Department, through the Climate Pollution Reduction Program (CPRG) funded by the Environmental Protection Agency (EPA), is seeking a skilled and experienced Grant Writer to support the expansion of our programs and services. This is a 6-month contract position involving the submission of multiple grant applications. The selected candidate will play a crucial role in securing funding to enhance the department's initiatives and further our mission of environmental stewardship and community well-being.

**Responsibilities:** The Grant Writer will be entrusted with the following duties:

- Conducting thorough research to identify potential grant opportunities that align closely with the department's overarching goals and priorities.
- Collaborating closely with program managers to gain a comprehensive understanding of programmatic needs, thereby crafting compelling project narratives and Statements of Work (SOW) for inclusion in grant applications.
- Crafting meticulously detailed grant proposals, ensuring meticulous adherence to all application requirements and deadlines.
- Assisting in the creation of project budgets, working closely with program managers to accurately estimate costs and allocate resources effectively.
- Managing the entire grant application process, which encompasses compiling all requisite documentation and supporting materials, while maintaining strict compliance with grant guidelines and procedures.
- Facilitating productive meetings with funding agency project officers, leveraging these interactions to seek technical assistance and guidance for enhancing the quality of application submissions.
- Maintaining meticulous records of all grant applications, meticulously tracking submission deadlines, funding amounts, and reporting requirements.

- Providing regular updates and detailed progress reports to departmental leadership on all grant-related activities and outcomes.

**Qualifications:** The ideal candidate should possess:

- A robust track record of successful grant writing, backed by demonstrable achievements in securing funding from an array of governmental agencies, foundations, and other diverse funding sources.
- Exceptional writing and communication skills, along with the proven ability to craft persuasive narratives and proposals.
- Strong research acumen and an unwavering attention to detail.
- Collaborative aptitude, enabling seamless cooperation with program managers and departmental staff to grasp programmatic needs and develop grant proposals that flawlessly align with organizational objectives.
- Proficiency in budget creation and management, with the capability to work closely with program managers to accurately forecast costs and efficiently allocate resources.
- Familiarity with project management principles and grant administration processes, ensuring a comprehensive understanding of the intricacies involved in managing grant-funded initiatives.
- Experience in liaising with funding agency project officers, adeptly leveraging these interactions to solicit technical assistance and guidance for refining the quality of grant applications.

**Submission Process:** For inquiries and submission of proposals outlining their qualifications, relevant experience, proposed methodology, project timeline, and estimated costs: Derek Tofpi at the Kiowa Tribe Contracts Department 580-654-6300 email: [dtofpi@kiowatribe.org](mailto:dtofpi@kiowatribe.org). The deadline for proposal submissions is [insert deadline date].

The Kiowa Tribe Natural Resource Department is committed to expanding our programs and services to better serve our community. We look forward to welcoming a dedicated Grant Writer to join our team and help us achieve our goals.