



CONTRACT POSITION: Grant Writer

INFORMATION

Department:	Education
Location of Work:	remote
Application Deadline:	ongoing

SUMMARY/OBJECTIVE

Sealaska Heritage Institute is seeking individuals to work with SHI in developing multiple grants. The grant writer will work collaboratively with the SHI staff to develop strong logic models, grounded in research with strong evaluation questions that support the grant outcomes.

SCOPE OF WORK

1. The contractor shall work with staff to interpret guidelines and gather materials and information necessary to develop a strong grant application.
2. The contractor shall write necessary documents for grant application, this may include logic model, abstract, narrative, work plan, budget narrative, etc.
3. The contractor will work with SHI DRAFT budget to ensure all items are accounted in budget. The contractor will include needed edits to budget line items.
4. The contractor shall draft MOAs. that may be identified by the client and required for the project
5. The contractor shall ensure all accompanying documents are in file for grant submission. SHI staff will need to gather documents for contractor- resumes, job descriptions, meeting minutes, etc.
6. The contractor shall attend meetings through virtually as necessary to accomplish work.
7. The contractor shall provide the research and statistics to support grant proposal.

REQUIRED SKILLS

- excellent written skills, attention to details
- prior experience with successful grant applications
- ability to synthesize information into written format
- technical skills needed work with SHI virtually

PHYSICAL DEMANDS

PROJECT/CONTRACTOR TIMELINE

Each grant application will have specified deadlines for 1st, 2nd, 3rd DRAFTS and Final deadline.

REQUIRED EDUCATION/EXPERIENCE

- Knowledge of Indigenous evaluation methodologies
- Knowledge of Alaska Native culture and education
- Knowledge of language revitalization

PREFERRED EDUCATION/EXPERIENCE

- Knowledge of education programs, including art literacy, language revitalization, STEM, and professional learning

To Apply: Submit an interest form at this link: [Contractor Interest Form](#)

For this contract position, please make sure to include the following information in your application: Resume, Cover letter

If you have any questions regarding this contract position, please contact Kristy Ford, Education Director - kristy.ford@sealaska.com

