



Naut'sa mawt Tribal Council walks alongside its Member Nations on their journey towards self-determination and reclamation of culture by facilitating programs and services that positively impact Indigenous Peoples.

Position Title	Proposal Writer
Tenure	Up to 35 hours/week (\$55,000-\$62,000)
Dates	May 15 th , 2023, through May 15 th , 2025
Position Focus	The Proposal Writer is a key support to the Naut'sa mawt Tribal Council (NmTC) team, working with senior management and staff to identify funding priorities, source funding opportunities, develop proposals, support project management, and ensure reports are completed and submitted on time.
Duties and Responsibilities	<ul style="list-style-type: none"> ▪ Become familiar with NmTC, including programs, services, supports, and strategic plan, including priorities and reporting requirements; ▪ Work with senior management and staff to identify funding priorities on an ongoing basis; ▪ Stay current on all upcoming funding opportunities and identify and share those that may work for priority areas; ▪ Develop funding proposals, in consultation with lead staff and management; ▪ Circulate draft proposals two weeks ahead of deadline for review by staff, management, and board of directors, as required; ▪ Work with CAO of NmTC and CEO of Naut'sa mawt Resources Group to have them submit proposals and supporting documents ahead of deadline; ▪ Monitor proposal progress with funding agencies and update team; ▪ Track submitted and successful projects in a shared project tracking sheet; ▪ Write progress updates for the board of directors reports every two months; ▪ Work with Finance to develop project codes for successful projects; ▪ Develop budget tracking process with project leads; ▪ Work with project leads to support project management, as required; ▪ Track reporting deadlines and ensure reports are submitted on time; ▪ Edit proposals and reports for consistency and clarity; ▪ Carries out other duties essential to the position, as required.
Education and Experience	<ul style="list-style-type: none"> ▪ Undergraduate degree in a field related to the position; ▪ Minimum 3 years experience working with Indigenous organizations; ▪ Minimum 5 years experience developing project ideas and writing successful funding proposals; ▪ Experience working with BC First Nations; ▪ Clean criminal record check.
Knowledge, Skills, and Abilities	<ul style="list-style-type: none"> ▪ Excellent communication, editing, and document management skills; ▪ Strong project management and organizational skills; ▪ Ability to establish and maintain positive, respectful, cooperative, and productive relationships with colleagues, communities, and funding partners; ▪ Cultural sensitivity and awareness in working with Indigenous Peoples; ▪ Ability to work independently with limited direction and act on own initiative; ▪ Ability to maintain confidentiality and exercise sound judgment and discretion; ▪ Comfort working in MS Outlook and MS Teams.

For more information, contact Edith Moore at edithm@nautsamawt.com.