



The Three Affiliated Tribes **Job Description**

MARKETING & GRANTS

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: NG2 Director DEPARTMENT: NG2 SALARY: \$26-28/hr CLASSIFICATION: Non-Exempt	FLSA STATUS: <i>FT-Regular</i> LOCATION: Parshall ND OPENING DATE: CLOSING DATE:
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POSITION SUMMARY: The Marketing and Grants position is responsible for promoting the organization's mission through strategic marketing initiatives and for identifying, applying for, and managing grant opportunities. The Marketing and Grants role supports organizational growth by increasing visibility, securing funding, and maintaining strong relationships with partners and funding entities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Develop and implement marketing strategies to promote organizational programs, services, and goals.
2. Create, manage, and update marketing material, including social media content, newsletters, flyers, and website content.
3. Maintain consistent organizational branding and messaging across all marketing platforms.
4. Research grant opportunities from government agencies, foundations, and private organizations.
5. Prepare, write, and submit grant proposals, letters of intent, and required supporting documentation.
6. Track grant deadlines, reporting requirements, and funding timelines.
7. Maintain accurate records related to grant applications, awards, and compliance requirements.
8. Collaborate with internal teams to collect data, outcomes, and program information for marketing initiatives and grant reporting.
9. Assist with funder reporting and ensure compliance with grant terms and conditions.
10. Monitor marketing performance metrics and recommend improvements based on engagement and outreach results.
11. Oversee store and run Farmers Markets.
12. **And other duties as assigned.**

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned to any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

- This position is responsible for supervising the Retail Clerk.

COMPETENCIES:

- Perform duties in a manner that supports and advances the mission of the greenhouse facility



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- Work effectively within a diverse team environment and build productive working relationships
- Demonstrate initiative by identifying work needs and taking appropriate action
- Maintain strong attention to detail
- Promote and maintain a safe, safety-conscious workplace
- Contribute to a respectful work environment and demonstrate a positive, proactive attitude
- Model high ethical standards and professional conduct
- Deliver high-quality internal and external customer service

MINIMUM QUALIFICATIONS AND EDUCATION:

- High school diploma or equivalent **REQUIRED**
- Valid United States Driver's License **REQUIRED**
- Strong written and verbal communication skills
- Basic knowledge of marketing principles and digital communication platforms
- Experience with grant research, grant writing, or grant administration preferred
- Strong organizational skills and attention to detail
- Ability to manage multiple projects and deadlines simultaneously
- Proficiency with basic computer applications, including word processing, email, and spreadsheets
- Ability to work independently and collaboratively as part of a team

WORKING CONDITIONS:

- Unless otherwise properly approved, the normal schedule of hours is from 8:00 a.m. to 12:00 noon, and from 12:30 p.m. to 4:30 p.m. Deviation from the normal schedule may be required for certain programs.
- This position may be designated as essential personnel and may be required to provide essential services during emergencies, severe weather events, or other critical situations to support continuous greenhouse operations.
- The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Typically performed in an office environment under usual office working conditions.
- Ability to lift up to 25lbs.
- Position is predominantly sedentary; however, travel may be required for training locally and out of town

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.



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THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested individuals must submit the following information:

1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to Recruitment@mhanation.com

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____