



**American Samoa
Power Authority**

Human Resource Department, Tafuna
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American Samoa 96799
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PUBLIC JOB POSTING

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| <i>Position Title</i> | Grant Writer | <i>Posting Date</i> | May 7, 2026 |
| <i>Department</i> | Accounting | <i>Deadline</i> | May 29, 2026 4:00pm |
| <i>Division</i> | Support services | | *EXTENDED DEADLINE* |
| <i>Position Type</i> | Career Service, 12 months probation | <i>Pay Range</i> | \$21.32/hour; \$44,340.85/year |
| <i>Reports To</i> | Chief Financial Officer | <i>Job Grade/Status</i> | K/2/B – K/3/B Exempt |

Major Duties & Responsibilities

Responsible for research, development and writing proposals as well as completing grant applications for timely submittal to review committees and/or Grantors for funding ASPA projects and programs. Conduct the full range of activities required to prepare, submit and manage grant proposals. Understand ASPA history, programs and affiliations for prospective fund application and proposals. Analyze applications/grant requests to determine whether the grant is consistent with the needs and priorities of ASPA, report findings to pertinent parties. Perform prospect research on grant programs to evaluate prospects for grant funding, including co-applicant opportunities with partners and affiliations. Determine and recommend priorities to be accorded various grants/programs based upon established policies. Prepare and oversee the preparation of grant proposals, including grant writing, guidance, budget preparation and interpretation of funding agency regulations and requirements prior to the Executive Director’s approval. Maintain records in database and track statistics relevant to development of funding proposals or proposals not awarded for review – resubmit or reapply, and all other pertinent databases. Coordinate disaster project worksheets when required. Perform other related duties as assigned or required.

Minimum Requirements

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| <i>Education</i> | Bachelor of Arts Degree in English or Communications. Master’s degree in one of the above fields is preferred. |
| <i>Experience</i> | Five (5) to seven (7) years of experience in grant writing required. Experience working in deadline-driven environments is necessary. |
| <i>Knowledge, Skills & Abilities</i> | <ul style="list-style-type: none"> • Excellent English writing, analytical, and research skills are essential. • Strong written communication, research & editing skills; ability to write clear, structured, articulate and persuasive proposals in English. • A high level of computer literacy required. • Ability to work well under pressure; be organized, detail oriented & can handle multiple assignments and adhere to strict deadlines. • Knowledge and solid understanding of budgets as they relate to proposals and grants. • Demonstrate previous grant work and examples of previous grant application submissions. • Able to monitor and meet income goals. • Must possess the ability to work well under pressure and the ability to seek and synthesize information and communicate in a compelling and succinct form. • Must be self-motivated, have experience using online databases and other sources to locate biographical, financial and philanthropic information. • Be resourceful and aggressive in locating funding sources information. |

Qualified applicants: please submit a completed ASPA Employment Application with a copy of your resume to ASPA Tafuna (address listed above) by the deadline listed above. Please attach copies of credentials and transcripts. Candidates selected for hire must pass examinations (when applicable), pre-employment clearances & test negative on pre-employment drug test. ASPA reserves the right to waive education and experience requirements as necessary. No phone inquiries accepted.

An Equal Opportunity Employer * A Drug Free Workplace