



FIRST NATIONS DEVELOPMENT INSTITUTE

Job Description: Senior Program Officer

Position Title: Senior Program Officer
Reports To: Director of Programs
Salary: \$73,000 to \$82,000 annually
Job Level: Full-Time, Exempt
Closing Date: June 30, 2019

POSITION SUMMARY

The Senior Program Officer (SPO) is responsible for the strategic planning and management of multi-year, complex projects, including a new fellowship program designed to support Native American knowledge makers and knowledge holders. The SPO will often direct the efforts of program officers and program associates to implement aspects of various projects. The SPO is also responsible for the management and supervision of direct reports (i.e., consultants, grantees and fellows) providing direction, setting goals, giving feedback and coaching, and ensuring professional development and training.

The SPO will work in close collaboration with other First Nations staff, including the leadership team, senior program officers, program officers and coordinators; the finance department to ensure accurate accounting for grant-related income and expenditures; and First Nations' development and communications staff members. Overall, the SPO is responsible for ensuring timely, high-quality implementation of assigned programs, which meet budget parameters and evaluation expectations.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Strategic program-area leadership for existing programs and strategies.
- Overall planning and project management of all projects and grants related to these program areas. Some of these duties may be done by the PO.
 - Develops overall project plan, including key milestones, assigned resources and timelines.
 - Manages and/or implements all aspects of one or more complex projects to include integrated evaluation, monitoring and reporting.
 - Designs evaluation plans and tools
 - Designs agendas for sessions and workshops at annual conferences and convenings, and ensures the development and implementation of:



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- PowerPoint presentations and webinars, and developing and delivering training curriculum.
- Workshops and annual conferences including producing written materials like invitations, announcements, agendas, session descriptions, assessments, evaluations.
- Provides logistics management on reviewing grantee applications, interviewing potential grantees, disseminating grantee awards and organizing convenings.
- Coordinates three fellowship convenings during the year. These convenings allow fellows to pool their collective knowledge, and create a community of practice that crosses fields, geographies and tribal cultures.
- Designs, implements and delivers training and technical assistance curriculum through on-site and off-site trainings and workshops, at conferences, webinars and by phone.
- Cultivates, develops and maintains relationships with existing and prospective community partners, key stakeholders and funders, as required.
- Contributes to the conversation in industry forums as an expert in the field.
- Engages and manages consultants/field staff working under projects.
- Responsible for the proactive management of project financials and budgets, which may include multiple funding sources.
- Ensures timely and accurate reporting to funders.
- Acts as the main project liaison with the accounting department (on assigned projects) to ensure smooth operations between First Nations and its grantees as well as comprehensive project reporting and compliance.
- Works with the Director of Programs as an active contributor in identifying and testing new program areas and expertise development.
- Writes reports and contributes to grant proposals and presentation materials for both internal and external audiences.
- Participates as part of a cross -functional team with Grantmaking to provide direction and support in creating and reviewing grant-specific program designs and proposal development.
- Maintains excellent relations and communications with coworkers, partners, grantees, fellows and other stakeholders.
 - Fields ad hoc requests for information or assistance from First Nations administration and grantees.
 - Acts as a liaison with government personnel, foundation representatives, stakeholders, consultants, and tribal, public and nonprofit representatives.
 - Fields fee-for-service inquiries/contracts/training.
 - Provides communications, content and updates regarding assigned program areas to be included in the First Nations newsletter, press releases, action alerts, legislative updates, and program areas of the website.
- Management and leadership of direct reports:
 - Sets direction and goals.
 - Provides feedback and coaching on performance.
 - Conducts the annual performance evaluation.
 - Ensures professional and career development and training as appropriate.



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MINIMUM QUALIFICATIONS

- Master's degree (MA/MS) in Social Work, Public Health, Public Administration, Business or related field.
- Demonstrates a level of mastery of Senior Program Officer functions and competencies:
 - Workplan development
 - Evaluation plan and tool development
 - Proactive budget management
 - Effective management of project resources, including consultants
 - Design and implementation of training and technical assistance plans
 - Effective project management skills
- Has an extensive external peer network.
- Ability to travel frequently as needed (up to 2-3 times monthly).
- Knowledge of and/or familiarity with tribal sovereignty and the historical and contemporary legal development and workings/status of tribal nations.
- Strong written and verbal communication skills.
- Exceptional customer service orientation.
- Ability to present to and facilitate small and large audiences in training or conference settings.
- Competent self-starter who will take initiative and work independently.
- Excellent ability to organize and manage multiple projects/deadlines simultaneously, and work under pressure to meet deadlines.
- Strong attention to detail.
- Demonstrated expertise in program management.
- Strong computer skills, including but not limited to MS Outlook and Office applications (Excel, PowerPoint and Word) and selected other program/project management software.
- Strong analytical and problem-solving skills.
- Positive attitude, good people skills and ability to work closely with people at all levels of experience and proficiency.
- Demonstrated ability to work in a team environment.

PREFERRED QUALIFICATIONS:

- Ph.D. degree.
- 7 to 10 years of relevant experience.
- Minimum five years of experience working in a nonprofit organization, (e.g. experience in nonprofit organization and/or as a grantmaker/grantseeker).
- Knowledge and proficiency in the nonprofit sector, nonprofit organizations and nonprofit management practices.
- Knowledge of principles and techniques of nonprofit capacity building, program administration and project management, basic budgeting and cost accounting processes.
- Recognized as a thought leader in philanthropy and specific program areas.



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- Demonstrated experience working with diverse cultures/audiences, and specific experience with American Indian, Alaska Native and/or Native Hawaiian communities and cultures.
- Experience in training and/or adult education.
- Published research and articles.
- Supervisory/management experience.

MEASURES OF SUCCESS

1. Program timelines and expectations are met.
2. Budget parameters are met.
3. Evaluations represent expected project outcomes, value and program impact.
4. Effective program resource allocation (as measured by supervisor).
5. Teamwork and collaboration with colleagues.
6. Direct reports receive:
 - a. Frequent feedback and appropriate coaching.
 - b. Annual performance evaluation.
 - c. Training and development.

TO APPLY

Submit a cover letter, resume and three references via email to humanresources@firstnations.org. Please note "Senior Program Officer" in the email subject line.

Before applying, please take the opportunity to review First Nations Development Institute's website at www.firstnations.org.