

FIRST NATIONS DEVELOPMENT INSTITUTE

PROGRAM & OPERATIONS OFFICER – JOB DESCRIPTION

Position Title: Program & Operations Officer
Reports To: Chief Operating Officer
Job Level: Exempt
Location: Longmont, CO, Office or Albuquerque, NM, Office
Supervises: N/A
Date Reviewed: Revised October 2024

FIRST NATIONS DEVELOPMENT INSTITUTE: MISSION

First Nations Development Institute (First Nations) is a 44-year-old Native American-controlled nonprofit organization whose mission is to uplift and sustain the lifeways and economies of Native communities through advocacy, financial support, and knowledge sharing.

POSITION SUMMARY

The **Program & Operations Officer** plays an integral role in providing programming support and implementation of organizational strategic goals and supporting the effective day-to-day functioning of First Nations’ program processes. The **Program & Operations Officer’s** primary responsibilities include:

- Supporting program teams with implementation, evaluation, and reporting of projects;
- Providing management and implementation support for First Nations’ five-year strategic plan, which includes tracking organizational and programmatic outcomes, impact, and goals outlined in the 2024 strategic plan;
- Working in collaboration with First Nations program staff, directors, operations staff, and administrative staff.

ESSENTIAL JOB DUTIES

Essential job duties are performed in adherence to First Nations’ standards, policies, and procedures, and to local, state, and federal laws and regulations. Reasonable accommodation may be made, if requested, to enable individuals to perform the essential functions of the job.

This job description is not designed to cover or contain a comprehensive listing of job duties. First Nations is a collaborative organization that relies on teamwork. Other job duties may be assigned as needed.

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MANDATORY COVID-19 VACCINATION

First Nations requires all staff to be fully vaccinated against COVID-19. First Nations follows the Centers for Disease Control's (CDC) [COVID-19 vaccination recommendations](#). The selected candidate must provide proof of full vaccination against COVID-19 prior to hiring by submitting vaccine documentation to Simone Klein at sklein@firstnations.org.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Program Administration: With direction from the Chief Operating Officer the **Program & Operations Officer** coordinates and supports First Nations' program functions including:

- Assisting in the implementation and monitoring of First Nations' 2024 five-year strategic plan to ensure organizational and programmatic goals are achieved.
- Assisting Program Officers and Directors in implementation and monitoring of programmatic strategic goals and evaluation.
- Participating in pre-conference and conference development, including LEAD Conference and/or Food Summit.
- Demonstrating commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Collaborating with other Program & Operations Officer(s) to ensure strategic program outcomes and impacts are included in First Nations' AirTable database.
- Routinely assisting in the implementation and delivery of training and technical assistance through onsite and off-site workshops, conferences, and webinars.
- Designing and reviewing reports and presentation materials for both internal and external audiences as directed by supervisor.
- Providing programmatic support with emerging and/or special projects as directed by supervisor.

WORKPLACE CULTURE

The **Program & Operations Officer** is committed to:

- Modeling First Nations' [Mission, Vision, and Guiding Principles](#);
- Serving First Nations' community partners with an eye to customer service;
- Contributing positively to a diverse, equitable, and inclusive work environment where team members experience a sense of belonging; and
- Finding ways to integrate First Nations' [Mission, Vision, and Guiding Principles](#) into meetings and conversations with team members and colleagues.

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EDUCATION AND EXPERIENCE

Minimum Requirements

- Bachelor's degree
- Minimum of four years of relevant experience (e.g., experience in a nonprofit organization, experience as a grant maker/grant seeker)
- Frequent travel required – two to three times per month
- Valid driver's license and car to run errands and make deliveries

Preferred Requirements

- Master's degree
- Strong organizational and project management skills
- Willingness to learn
- Demonstrated project management experience
- Experience with, and knowledge of, nonprofit organizations and best practices
- Knowledge of and familiarity with Tribal Sovereignty and the historical and contemporary legal development and workings/status of Tribal Nations (highly desirable)
- Demonstrated experience working with diverse cultures/audiences, and specific experience with American Indian, Alaska Native and/or Native Hawaiian communities and cultures

KNOWLEDGE AND SKILL REQUIREMENTS

- Comfortable learning new software and databases
- Excellent customer service and interpersonal skills
- Strong written, verbal, and listening communication skills
- Positive attitude and effective in working with people at all levels of experience/proficiency
- Demonstrated ability to work in a team environment
- Competent self-starter who takes initiative and works independently
- Strong administrative ability with keen attention to detail
- Ability to organize, prioritize, and manage multiple projects, and work under pressure to meet deadlines on multiple job assignments
- Strong analytical and problem-solving skills
- Strong computer skills with knowledge and experience with Microsoft Office 365 Suite including, but not limited to, Outlook, Word, Excel, and Teams
- Knowledge and experience with virtual presentation platforms including, but not limited to, GoToMeeting, Zoom, and GoToWebinar

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MEASURES OF SUCCESS

1. Program timelines are met and assigned duties are performed
2. First Nations' resources are used effectively and efficiently
3. Is team oriented and open to collaboration with colleagues
4. Delivers high-quality materials and resources
5. Provides professional customer service within First Nations and with external partners, including funders and grantees
6. Adheres to First Nations' Core Values & Guiding Principles
7. Manages upward to assist with on-time deliverables, projects, and convenings

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Regular computer use throughout the day, ability to sit for lengthy periods of time
- Move for periods of time up to one hour during an eight-hour day
- Capable of communicating and interacting with leadership, staff, and associates
- Noise in the work environment is usually moderate
- Lift, push, pull, or carry various objects of 1-10 pounds on occasion
- Availability to travel frequently (2-3 times per month)
- Hybrid work schedule possible after first 90 days of employment (two days in office, two days at home)

First Nations makes every effort to provide reasonable accommodation to staff to perform their essential job functions.

EMPLOYEE BENEFITS

First Nations provides competitive employee benefits which include:

- Health insurance with First Nations' contribution that includes vision and dental
- Employee life insurance with optional supplemental insurance for self/immediate family
- 403b Retirement Plan with up to 3% employee salary match by First Nations
- Flexible Spending Account
- 9 paid holidays per year
- Paid time off from December 25 to January 1 each year during office closure
- 32-hour work week (Monday-Thursday); paid vacation time starting at 64 hours per year
- Paid sick leave, 64 hours annually, for illness or to tend to immediate family health needs

Employee perks include:

- Flexible, hybrid work schedules
- Professional development opportunities
- Learning environment

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- Opportunities for advancement
- Fun and friendly environment

The salary range for this position is \$58,000 to \$71,000 annually.
Starting salary is dependent on skills and experience.

TO APPLY FOR THIS POSITION

- Complete the job application form at: [First Nations Employment Application Form](#).
You will be asked to upload your cover letter, resume, and three references in the job application.

We appreciate your interest in this open position at First Nations and look forward to reviewing your application.

First Nations Development Institute is an Equal Opportunity Employer.