

FIRST NATIONS

DEVELOPMENT INSTITUTE

NATIVE ARTS, LANGUAGE, AND KNOWLEDGE SENIOR PROGRAM OFFICER – JOB DESCRIPTION

Position Title:	Native Arts, Language, and Knowledge Senior Program Officer
Reports To:	Director of Native Arts, Language, and Knowledge
Job Level:	Exempt
Location:	Albuquerque, NM, or Longmont, CO
Supervises:	To be assigned
Date Reviewed:	April 2026

POSITION SUMMARY

First Nations Development Institute (First Nations) is a 45-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.

The position of the **Senior Program Officer** is responsible for the planning, implementation, and management of one or more initiatives and projects under the Native Arts, Language, and Knowledge Program. This position's priority initiative will be the Native Fundraisers Community of Practice, a multi-year, complex project. The **Senior Program Officer** will lead this initiative and direct the efforts of program officers and program associates on various aspects of the Native Fundraisers Community of Practice project by providing direction, setting goals, giving feedback, coaching, and ensuring professional development and training.

The **Senior Program Officer** is responsible for the management and supervision of consultants and/or any direct reports assigned. A successful candidate should be self-motivated, and take initiative in implementing projects from start to finish with minimal supervision in a fast-paced work environment.

The **Senior Program Officer** work in close collaboration with the leadership team and other First Nations program staff, the finance department to ensure accurate accounting for grant-related income and expenditures, and First Nations' development, grantmaking, and communications staff members.

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COVID-19 VACCINATION POLICY

First Nations is committed to maintaining a safe and healthy workplace and follows the Centers for Disease Control and Prevention (CDC) [COVID-19 vaccination guidance](#). We reserve the right to request proof of COVID-19 vaccination, and similar vaccines, from candidates and employees as part of the hiring process, in accordance with applicable laws and company policy.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Essential job duties are performed in adherence to First Nations' standards, policies, and procedures, and to local, State, and Federal laws and regulations.

The Native Arts, Language, and Knowledge Senior Program Officer:

- Provides strategic thought leadership for Native Arts, Language, and Knowledge program projects with a focus on the Native Fundraisers Community of Practice.
- Performs overall planning and management of the Native Fundraisers Community of Practice, including:
 - Development of the overall project plan, including key milestones, assigned resources, and timelines.
 - Management and/or implementation of all aspects of the Native Fundraisers Community of Practice project, including evaluation design, grants monitoring, financial monitoring, and reporting.
 - Design of in-person cohort trainings and convenings (e.g., development of meeting objectives and outcomes, agendas, and meeting logistics).
 - Management and implementation of the Native Fundraisers Community of Practice recruitment and selection process, including engagement of First Nations program staff in seeking nominations for cohort candidates.
 - Timely and accurate reporting to funders.
 - Operation as the main project liaison with the finance, grantmaking, and communications departments, to ensure comprehensive project reporting and compliance.
 - Participation in stakeholder conversations that support Native Fundraisers Community of Practice participants.
 - Participation in related grant writing, fundraising, and narrative change opportunities.
- Works with the program director to identify new and creative project strategies.
- Supervises current or future direct reports by setting direction and goals, providing feedback and coaching on performance, conducting annual performance evaluations, and ensuring professional and career development and training as appropriate.

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Job duties listed are not intended to be all-inclusive. Employee may be required to perform other job-related duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's degree.
- Demonstrate level of mastery of Senior Program Officer functions and competencies.
- Extensive external peer network.
- Experience managing a cohort or community of practice-type model and portfolio of grantees.
- Experience participating in a cohort or community of practice-type model.
- Experience supporting emerging Native leaders in building capacity around fundraising and strengths-based communications.
- Availability to travel frequently as needed (up to 2 to 3 times monthly on average).

PREFERRED REQUIREMENTS

- Master's degree.
- Minimum of two years of experience in a supervisory role.
- 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 of principles and techniques of nonprofit capacity building, program administration and project management, and financial management.
- Supervisory/management experience.

KNOWLEDGE AND SKILL REQUIREMENTS

- Demonstrate experience working with diverse cultures/audiences, and specific experience with American Indian, Alaska Native and/or Native Hawaiian communities and cultures.
- Demonstrate expertise in project and program management.
- 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 Zoom.
- Strong written and verbal communication skills.
- Strong customer service focus, centering First Nations' values of kindness, respect, and trust.
- Excellent interpersonal, communication, and organizational skills.
- Competent self-starter who takes initiative and works independently.

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- Strong administrative ability with keen attention to detail.
- Ability to organize and meet deadlines for a wide variety of job assignments simultaneously, with minimum supervision.
- Ability to present and facilitate small and large audiences in training or conference settings.
- Positive attitude, good teamwork skills, and the ability to work closely with people at all levels of experience and proficiency.

MEASURES OF SUCCESS

1. Project timelines and expectations are met.
2. Budget parameters are met.
3. Evaluations represent expected project outcomes, value, and program impact.
4. Effective resource allocation.
5. Adheres to First Nations' Core Values & Guiding Principles.
6. Potential direct reports receive frequent feedback and appropriate coaching, annual performance evaluations, training, and development.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Prolonged periods of time sitting at a desk and working on a computer.
- Moderate noise consistent with general office environment.
- Talk, see, and hear to interact with employees and other individuals on a frequent basis.
- Occasional walking, bending, kneeling, stooping, and crawling.
- Lift, push, pull, or carry various objects weighing up to 15 pounds on occasion.
- Availability to travel occasionally.
- Hybrid work schedule possible after first 90 days of employment (two days in office, two days at home)

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

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The salary range for this position is \$73,600 to \$105,900 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.
- Requests for reasonable accommodation may be directed to First Nations' Human Resources department.

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