

# FIRST NATIONS

## DEVELOPMENT INSTITUTE

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

<b>Position Title:</b>	<b>Native Arts, Language, and Knowledge Senior Program Officer</b>
<b>Reports To:</b>	<b>Native Arts, Language, and Knowledge Program Director</b>
<b>Job Level:</b>	<b>Full-Time/Exempt</b>
<b>Location:</b>	<b>Longmont, CO, or Albuquerque, NM</b>
<b>Supervises:</b>	<b>To be assigned</b>
<b>Date Reviewed:</b>	<b>April 2026</b>

---

#### 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 **Senior Program Officer** is responsible for the planning, implementation, and management of the Luce Indigenous Knowledge Fellowship (the Fellowship Project), a multi-year, complex project under the Native Arts, Language, and Knowledge program team. The Senior Program Officer will often direct the efforts of program officers and program associates on various aspects of the Fellowship Project by providing direction, setting goals, giving feedback, coaching, and ensuring professional development and training. The Senior Program Officer is also responsible for the management and supervision of consultants and/or any direct reports assigned. A successful candidate should be self-motivated, taking initiative in implementing projects from start to finish with minimal supervision in a fast-paced work environment.

The **Senior Program Officer** works 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.

---

#### 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.

---

# FIRST NATIONS

## DEVELOPMENT INSTITUTE

### ESSENTIAL FUNCTIONS 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 will:

- Provide strategic thought leadership for the Fellowship Project specific to Indigenous knowledge fields
- Perform overall planning and management of the Fellowship Project, including:
  - Develop overall project plan; key milestones, assigned resources, and timelines
  - Manage and/or implement all aspects of the Fellowship Project: evaluation design, grants monitoring, financial monitoring, and reporting
  - Design in-person fellowship convenings (e.g., agendas, arrange meeting logistics)
  - Consistently deliver work in a timely manner with all documents, presentations, and materials produced to a high standard aligned with First Nations' brand.
  - Manage and implement the Fellowship Project application and selection process, including engaging the advisory committee
  - Ensure timely and accurate reporting to funders
  - Act as the main project liaison with the finance, communications, and grantmaking departments to ensure comprehensive project reporting and compliance
  - Contribute to stakeholders' conversations on supporting Indigenous knowledge and knowledge holders
- Work with the program director to identify new and creative project strategies
- Supervise team members by setting goals and direction, providing ongoing feedback, coaching, conducting annual performance evaluations, and supporting professional development and training as appropriate
- Travel as needed to support program activities including meetings, convenings, and community engagements
- Model and advance First Nations' [Mission, Vision, and Guiding Principles](#) through community-centered service, fostering a diverse, equitable, and inclusive workplace where staff members feel a sense of belonging, and intentionally integrating these values into daily interactions with staff and meetings with community partners

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

---

# FIRST NATIONS DEVELOPMENT INSTITUTE

## EDUCATION AND EXPERIENCE

### *Minimum Requirements*

- Bachelor's degree
- Demonstrated level of mastery of Senior Program Officer functions and competencies
- Extensive external peer network
- Experience managing a fellowship program and portfolio of grantees
- Experience supporting Indigenous leaders engaged in advancing Indigenous knowledge fields
- Availability to travel frequently as needed (up to two to three times monthly on average)
- Commitment to advancing the organization's mission, Tribal Sovereignty, and principles of equity and economic justice

### *Preferred Requirements*

- Master's degree
- Minimum of two years of experience in a supervisory role
- Four to six years of relevant experience working with tribal communities
- Knowledge of Tribal Sovereignty, self-governance, Indigenous customs and traditions
- Minimum of five years of experience working in a nonprofit organization, and/or as a grantmaker/grantseeker
- Knowledge of principles and techniques of nonprofit capacity building, program administration, project management, and financial management

## KNOWLEDGE AND SKILL REQUIREMENTS

- Demonstrated experience working with diverse cultures/audiences, and specific experience with American Indian, Alaska Native and/or Native Hawaiian communities and cultures
- 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
- 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 facilitate and present to 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

# FIRST NATIONS

## DEVELOPMENT INSTITUTE

### 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
- Occasionally lift, push, pull, or carry various objects weighing up to 10 pounds
- 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) and 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

**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.**