

FIRST NATIONS

DEVELOPMENT INSTITUTE

STEWARDING NATIVE LANDS SENIOR PROGRAM OFFICER – JOB DESCRIPTION

Position Title:	Stewarding Native Lands Senior Program Officer
Reports To:	Program Director
Job Level:	Full-Time/Exempt
Location:	Longmont, CO, Office or Albuquerque, NM, Office
Supervises:	To be assigned
Date Reviewed:	January 2026

POSITION SUMMARY

The **Senior Program Officer** is responsible for the planning, implementation, and management of multi-year, complex projects. This position will often direct the efforts of program officers and program associates on various aspects of projects. This position is also responsible for the management and supervision of direct reports (e.g., consultants, grantees, and fellows), providing direction, setting goals, giving feedback, employee coaching, and ensuring professional development and training.

The **Senior Program Officer** will collaborate closely with First Nations staff, to ensure timely, high-quality program delivery, alignment with organizational priorities, and integration of Stewarding Native Lands' work within the broader mission of First Nations Development Institute.

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 prior to hiring by submitting vaccine documentation to Human Resources at humanresources@firstnations.org.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Manage program strategy and leadership for existing Stewarding Native Lands' projects
- Perform overall planning and management of all assigned projects and grants, including:
 - Develop an overall project plan that includes key milestones, assigned resources, and timelines
 - Manage and/or implement all aspects of one or more complex projects to include design of evaluation plans, evaluation, monitoring, and reporting

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- Design agendas and materials for conferences, convenings, workshops, and trainings and ensure the development and implementation of presentations, webinars, and training curriculum
- Manage logistics for grantee review process and award dissemination
- Organize, implement, and deliver training and technical assistance curriculum through in-person and virtual platforms including workshops, conferences, webinars, and on-site support
- Contribute to the conversation in industry forums as an expert in the field
- Recruit and manage consultants working under projects
- Perform proactive management of project financials and budgets
- Ensure timely and accurate reporting to funders
- Serve as the primary project liaison with the accounting department on assigned projects to ensure smooth operations between First Nations and grantees as well as comprehensive project reporting and compliance
- Work with the program director as an active contributor in identifying and testing new program areas and expertise development
- Write reports and contribute to grant proposals and presentation materials
- Participate 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
- Supervise direct reports: set direction and goals; provide ongoing feedback and coaching on performance; conduct annual performance evaluations; ensure professional and career development and training as appropriate

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

EDUCATION AND EXPERIENCE

Minimum Requirements

- Master's degree
- Demonstrated mastery of Senior Program Officer functions and competencies
- Extensive professional network
- Availability to travel frequently as needed (up to 2 to 3 times monthly)

Preferred Requirements

- 7 to 10 years of relevant experience
- Minimum five years of experience working in a nonprofit organization
- Knowledge of principles and techniques of nonprofit capacity building, program administration and project management, basic budgeting, and cost accounting processes

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- Recognized as a thought leader in philanthropy and specific program areas
- Experience in training and/or adult education
- Supervisory/management experience

KNOWLEDGE AND SKILL REQUIREMENTS

- Proficiency with Microsoft Office 365 Suite including, but not limited to, Outlook, Word, Excel, SharePoint, and Teams
- Knowledge and experience with virtual presentation platforms including Zoom
- Demonstrated experience working with diverse cultures/audiences, and specific experience with American Indian, Alaska Native and/or Native Hawaiian communities and cultures
- Strong program and project management expertise
- Strong customer service focus
- 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 present to and facilitate small and large audiences in trainings 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

- Program timelines and expectations are met
- Budget parameters are met
- Evaluations represent expected project outcomes, value, and program impact
- Effective program resource allocation (as measured by supervisor)
- Teamwork and collaboration with colleagues
- Adheres to First Nations' Core Values & Guiding Principles
- 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
- Move for periods of time up to one hour during an 8-hour day
- Capable of communicating and interacting with leadership, staff, and associates

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- Lift, push, pull, or carry various objects of 1-10 pounds on occasion
 - Hybrid work schedule possible after first 90 days of employment (two days in office, two days at home)
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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 day, 64 hours annually for illness or to tend to immediate family health needs.

The salary range for this position is \$70,400 to \$94,250 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.