

# FIRST NATIONS

## DEVELOPMENT INSTITUTE

### CALIFORNIA TRIBAL FUND PROGRAM OFFICER – JOB DESCRIPTION

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|------------------------|------------------------------------------------------------|
| <b>Position Title:</b> | <b>Program Officer</b>                                     |
| <b>Reports To:</b>     | <b>Vice President of Programs – California Tribal Fund</b> |
| <b>Job Level:</b>      | <b>Full-time/Exempt</b>                                    |
| <b>Location:</b>       | <b>Los Angeles or Sacramento Metro Area</b>                |
| <b>Supervises:</b>     | <b>N/A</b>                                                 |
| <b>Date Reviewed:</b>  | <b>July 2026</b>                                           |

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#### 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 mission of the California Tribal Fund is to invest in the viability and visibility of California Tribal Nations and communities. The California Tribal Fund program supports California Tribes, both federally and non-federally recognized, and California tribal controlled nonprofits across four strategic initiatives: Stewardship of Ancestral Lands and Waters, Fire and Drought, Tribal Community Food Sovereignty, and Culture.

The **Program Officer** plays an integral role in assisting and supporting the Vice President of Programs and works collaboratively with other program officers in the administration and implementation of the California Tribal Fund's program initiatives.

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#### MANDATORY COVID-19 VACCINATION

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, in accordance with applicable laws and company policy.

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#### 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.

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***Program Support and Assistance:*** With direction from the Vice President of Programs and California Tribal Fund, the Program Officer assists and supports First Nations' California Tribal Fund program through duties including:

- Assist in the design, implementation, and monitor projects under the California Tribal Fund program
- Work collaboratively with other program officers, associates, and the associate director to develop agendas for sessions and workshops at conferences and convenings, including:
  - PowerPoint presentations, webinars, and training curriculum
  - Written materials such as invitations, announcements, press releases, agendas, session descriptions, assessments, and evaluations
- Participate in pre-conference and conference development, includes the biannual LEAD and Food Summit Conferences
- Assist in the implementation and delivery of training and technical assistance through onsite and off-site workshops, conferences, and webinars
- Review and design reports and presentation materials for both internal and external audiences as directed by supervisor
- Maintain excellent relations and communications with coworkers, partners, grantees, and stakeholders
- Generate ideas and write articles for contribution to First Nations' quarterly newsletter
- Assist with the coordination and delivery of webinars
- Thoughtful contributions to project design
- Coordination of technical assistance, trainings, publications, and grantee onsite visits; project and consultant management
- Organize and maintain program files, assist with grantee technical assistance needs and reports, coordinate convenings, work in close collaboration with other departments and programs
- Follow local, regional, and national conversations affecting the California Tribal Fund's program area
- Perform duties in a timely manner, with documents, presentations, and high-quality materials aligned with First Nations' brand

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

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## EDUCATION AND EXPERIENCE

### ***Minimum Requirements***

- Bachelor's degree
- Minimum of two years of relevant experience (e.g., experience in a nonprofit organization, experience as a Grantmaker/seeker)
- Frequent travel required – two or three times per month

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- Strong computer skills, including MS Office Suite (Outlook, Word, Excel, PowerPoint, Teams) and selected fundraising and project management software

### ***Preferred Requirements***

- Master's Degree
- Four to six years of relevant experience working with California tribal populations
- Knowledge of California Tribal customs and traditions, sovereignty and self-governance issues
- Knowledge of non-profit organizational structure, legal issues, boards of directors, and practices
- Demonstrated experience working with diverse cultures and specific experience with California tribal communities and cultures
- Demonstrated project management experience
- 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**

- 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
- Knowledge of and/or familiarity with the historical and contemporary legal development and workings/status of California Tribal Nations
- Knowledge of and/or familiarity with environmental justice and equity concepts
- Strong written and verbal communication skills
- 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
- Positive attitude, good teamwork skills, and the ability to work closely with people at all levels of experience and proficiency
- Passion for First Nations' mission and advancing Tribal Sovereignty and racial and economic justice
- Valid driver's license and car to run errands and make deliveries

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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. Team oriented and open to collaboration with colleagues
4. Deliver high-quality materials and resources
5. Provides professional customer service within First Nations and with external partners, including funders and grantees
6. Takes ownership of professional development and career goals
7. Manages upward to assist with on-time deliverables, projects, and convenings
8. Modeling First Nations' [Mission, Vision, and Guiding Principles](#)

### 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, stopping, and crawling.
- Lift, push, pull, or carry various objects weighing up to 15 pounds on occasion.
- Availability to travel frequently.
- 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); 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 \$70,304 to \$81,900 annually.**

Starting salary is dependent on skills and experience.

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### 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.**