

FIRST NATIONS

DEVELOPMENT INSTITUTE

ASSOCIATE DIRECTOR – CALIFORNIA TRIBAL FUND

Position Title:	Associate Director – California Tribal Fund
Reports To:	Vice President of Programs
Job Level:	Exempt
Location:	Los Angeles or Sacramento Metro Area
Supervises:	N/A
Date Reviewed:	September 2026

POSITION SUMMARY

First Nations Development Institute (First Nations) is a 46-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 Associate Director – California Tribal Fund plays an integral role in directing the efforts of all program officers and program associates to implement aspects of various projects and supporting the effective day-to-day functioning of First Nations' California Tribal Fund projects and processes.

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

With direction from the Vice President of Programs, the Associate Director of California Tribal Fund will coordinate and lead the First Nations' California Tribal Fund team:

- Supervise and coach California Tribal Fund Program staff to ensure continued learning through training and professional development and to increase staff capacity, skills, knowledge, and opportunities for career growth.
- Provide oversight of all projects under the program portfolio and manage some projects directly. Project management activities may include but are not limited to:

FIRST NATIONS

DEVELOPMENT INSTITUTE

- Develop overall project plans, including key milestones, assigned resources, and timelines.
- Design or oversee the development of evaluation plans and tools.
- Implement and manage all aspects of one or more complex projects to include integrated evaluation, monitoring, and reporting.
- Develop strong working relationships with grantees/community partners and monitor incoming progress reports across California Tribal Fund projects.
- Design agendas for sessions and workshops at annual conferences and convenings.
- Design, implement, and deliver training and technical assistance curriculum through onsite and offsite trainings and workshops at conferences and by phone.
- Engage and manage consultants/field staff working under projects.
- Oversee project financials, which may include multiple funding sources.
- Draft and ensure timely and accurate reporting to funders.
- Assist with strategic fundraising and relationship building related to the California Tribal Fund Program (in coordination with the senior leadership team,) including grant writing.
- Assist in First Nations' overall strategic planning efforts in coordination with the senior leadership team.

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.
- Minimum of three years of relevant experience (e.g., experience in a nonprofit organization and/or as a grant maker/grant seeker).
- Knowledge of nonprofit organizations and practices.
- Knowledge of and/or familiarity with the historical and contemporary legal development and status of Tribal Nations is highly desirable.
- At least one year of managing and mentoring direct reports and leading an effective team.
- Ability to travel frequently as needed (up to 1 to 2 times monthly).

PREFERRED REQUIREMENTS

- Master's degree.

FIRST NATIONS

DEVELOPMENT INSTITUTE

- Seven to ten years of relevant experience working with California tribal populations.
- Demonstrated experience working with diverse cultures and specific experience with California tribal communities and cultures.
- Knowledge of California Tribal customs and traditions, sovereignty, and self-governance issues.
- Experience in training and/or adult education.
- Fluxx software proficiency.
- Experience with, and knowledge of, nonprofit organizations and best practices.

KNOWLEDGE AND SKILL REQUIREMENTS

- Knowledge of and/or familiarity with Tribal Sovereignty and the historical and contemporary legal development and status of tribal nations (highly desirable).
- Excellent customer service and interpersonal skills.
- Proactive, adaptable, and resourceful in resource-limited environments.
- 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.
- Excellent ability to organize and manage multiple projects/deadlines simultaneously, and work under pressure to meet deadlines.
- Strong attention to detail.
- Strong analytical and problem-solving skills.
- Strong computer skills, including, but not limited to, MS Outlook and Office applications (e.g., Excel, PowerPoint, and Word) and select program/project management software.

MEASURES OF SUCCESS

1. Effective and efficient management of multiple California Tribal Fund projects and project budgets.
2. On-time delivery of California Tribal Fund project deliverables and reports.
3. Demonstrated high standard of customer service maintained.
4. Demonstrated strong relationships with funders and community partners of the California Tribal Fund Program.
5. Demonstrated strong teamwork and collaboration within the California Tribal Fund Program team and other colleagues.
6. Demonstrated increased skills and knowledge to supervise and lead effective teams.
7. Feedback demonstrates effective supervision of California Tribal Fund Program staff leading to increased skills, capacity, and knowledge for team members.

FIRST NATIONS

DEVELOPMENT INSTITUTE

8. Direct reports receive frequent feedback and appropriate coaching, annual performance evaluation, 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 – sometimes up to 4 or 5 times per month.
- Work in an office environment up to 4 days per week.

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

The salary range for this position is \$81,000 to \$117,500 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