

# First Peoples Fund

## POSITION DESCRIPTION

### FIRST PEOPLES FUND

**Position Title:** Program Manager of Community Development  
**Reports To:** Vice President of Operations and Programs  
**Job Level:** Regular Full-time, Exempt

First Peoples Fund is a national non-profit organization founded in 1995. Its mission is to honor and support the Collective Spirit ® of First Peoples artists and culture bearers.

#### POSITION SUMMARY:

FPF has two Program Managers collaborating to grow the Indigenous Arts Ecology through a regional strategy of networking artists and Native Community Financial Institutions (NCDFI) art organizations and Community Development Corporations (CDC) together. This position is co-responsible to design, implement, and evaluate programs, products, systems and services for the Indigenous Arts Ecology Department and will be responsible for implementation within their assigned regions. With strong skills in collaboration, community development, leadership cultivation, and relationship building, this position will help weave together intersections and common framework and tools across departments while applying these skills into program design and evaluation within the Department. This Department will be advised by a team of Culture Bearers and both Program Managers are responsible for the integration of their traditional knowledge, wisdom, and values into all aspects of the Department from evaluation tools to curriculum to leadership development to networking strategies.

#### DUTIES AND RESPONSIBILITIES:

##### PROGRAM:

- Co-responsible for **oversight** of the Indigenous Arts Ecology Department, including all products, services, systems and relationships.
- Responsible to **co-lead program staff meetings**.
- Co-responsible to **collaborate** with all staff to strategize, evaluate, analyze, and improve program design for the Indigenous Arts Ecology Department, while building strong intersections and overlaps between departments and across programs.
  - Provides support to the other Program Managers to help strengthen their Departments, programs, services, systems, and relationships.
  - Continuously builds skills to work together with the team to make decisions, plan work, resolve differences, and improve performance outcomes.
  - Co-responsible with the full team for creating a national convening, documenting case studies, and creating a Market Study.
- Co-responsible for **evaluation** of all products, services, systems and relationships throughout the Department including the creation and improvement of corresponding tools including but not limited to Outcome Tracker. Co-responsible for tracking progress against FPF's Theory of Change (ToC), Logic Models, and implementation of core FPF's values, regularly analyzing progress, and implementing improvements based on evaluation outcomes and analysis.

This includes applying ToC and Logic Models to internal systems and processes that support the work as well as externally in program design and supporting curriculum, tools, and adaptive processes.

- Responsible for tracking appropriate impact measures related to FPF's community-based products, services, systems, and relationships.
- Assists with tracking and monitoring of clients in the training and technical assistance programs by entering data into client management software;
- Co-responsible for designing, maintaining, and improving all **systems** for the department (i.e. communication, tools, workflow, curriculum, adaptive processes, etc.)
  - Co-manage all marketing and communication tools, strategies, and systems including developing and implementing an outreach and marketing plan for new community-based products and services.
- Co-lead all research and development for **new ideas, direction, and strategy**.
- Co-managing all **reporting** internally and externally in a systematic and timely manner with special responsibility towards one's assigned regions including ensuring program activities is consistent with any applicable funding requirements.
- Responsible for driving development, implementation, and evaluation of the **community development and leadership cultivation** aspect of the work.
  - Responsible for maintaining strong relationships with the culture bearers advising the work, keeping their voice and leadership in the heart of design, implementation, and evaluation.
  - Responsible for the systems, tools, and communication networks that maintain relationships with the culture bearers, promote leadership cultivation, and support community organizing.
- Responsible for implementation of all products, services, systems, and relationships within **assigned regions** including trainings, certifications, site visits, and leading community partners in community asset mapping, organizing and strengthening an Indigenous Arts Ecology.
  - Works with the training, technical assistance and contract management (including numerous consultants) to facilitate smooth delivery of training and technical assistance with budgetary requirements within assigned region.
  - Provide outreach and long term, client centered coaching to maintain strong relationships within assigned regions.
  - Knowledgeable about FPF's community-based products and services and become a certified trainer with the ability to provide direct trainings and technical assistance when necessary.
  - Serves as FPF's liaison with customers utilizing community-based products and services (e.g., NCDFI, Native arts organizations, local chambers of commerce, etc.).
  - Responsible for managing training consultants to deliver FPF's community-based products and services.
  - Perform follow up calls to program partners after workshops, trainings and other program related events;
  - Leads and manages consultants in the collection and provision of timely fiscal information, impact data, billing and contract management for FPF in coordination with all its constituents and partners.

- **Follows organization policies**, maintains confidentiality of client information, and prepares reports as instructed by the Vice President of Operations and Programs.

**ADMINISTRATION:**

Specific responsibilities, but not limited to, include the following:

- Participates in strategic planning, budget and proposal development and other organizational activities.
- Responsible for regular reporting requirements as requested or required by the organization.
- Assist with organizing program and project meetings, workshops, conferences and special events to advance program goals.
- Adheres to all FPF policies.
- Performs other duties as assigned

**EDUCATION / KNOWLEDGE & SKILLS**

- Bachelor’s Degree in related field and three years’ experience, or comparable combination of education and experience providing organization and administrative support, preferably for nonprofit and/or Native corporations.
- Background in community development and leadership cultivation, with exceptional skills in building and maintaining partnerships through collaboration.
- Strong written and verbal communications skills;
- Excellent interpersonal skills and ability to work in a busy, fast-paced environment;
- Attention to detail and ability to understand and create budgets;
- Excellent computer skills – MS Office Products and knowledge of excel spreadsheets
- Ability to work under pressure and meet deadlines consistently;
- Ability to work collaboratively as a member of a team;
- Must also be able to work independently, take initiative and be self-motivated;
- Must be able to travel.

First Peoples Fund offers competitive salaries and benefits including health and life insurance and Simple IRA pension plan.