

# First Peoples Fund

## POSITION DESCRIPTION FIRST PEOPLES FUND

<b>Position Title:</b>	Program Manager of Fellowships
<b>Department:</b>	ABL/CC/CSA/ONS
<b>Reports To:</b>	Vice President of Operations and Programs
<b>Job Type:</b>	Regular Full-Time, Exempt

### ORGANIZATION

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

### POSITION SUMMARY

The Program Manager plays a central role in the development, implementation and coordination of the programs of First Peoples Fund, related to; fellowship programs; re-grant programs, artist honoring programs, as well as training and support programs designed for artists and community partners. The Program Manager works collaboratively with members of the program team, the Finance Manager, Data Analyst, Development, Communication, external trainers and consultants to plan, implement and manage all program activities that support artists. The position works closely with other program managers to ensure that community partner outreach, the placement of projects, support of artists and training activities support the overall program outcomes and First Peoples Fund's Theory of Change.

### DUTIES AND RESPONSIBILITIES:

#### Program

- Participates in long- and short-term program development and planning.
- Develops and effectively manages program timelines to ensure timely completion of program deliverables.
- Monitors program activities to ensure high quality service and accomplishment of intended outcomes.
- Works collaboratively with other program managers to recruit participants for fellowship programs.
- Manages and coordinates the selection activities for fellows and re-grants
- Collaborates with other program staff to provide relevant and high quality technical assistance and coaching to artists.
- Tracks all relevant program activities, participant and community information relevant to monitoring outcomes, describing impact and informing future program activities.
- Continuously seeks opportunities to improve and enhance the program work through review of results and relationship with participants and collaborators.
- Manages relationships with contractors and trainers.
- Effectively coordinates all aspects of events intended to honor culture bearers, as well as annual event associated with fellowship programs.
- Is active in local, regional and national networks relevant to our work and identifies potential partnership opportunities important to furthering the work of First Peoples Fund.
- Stays informed of current trends and methods in the field of entrepreneurship, economic development, artist cultivation, and leadership development specifically as it relates to Indian Country.
- Serves as the programmatic liaison to external partners, representing all program results to these audiences.

## **Administration**

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

- Participate 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.
- Adhere to all FPF Policies.
- Perform other duties as assigned.

## **EDUCATION, KNOWLEDGE, SKILLS, ABILITIES, and PHYSICAL REQUIREMENTS:**

- Bachelor's degree (Master's preferred) in related field and three to five years experience, or comparable combination of education and experience providing organization and administrative support, preferably for nonprofit and/or Native corporations.
- Background and experience mentoring, coaching and/or training individuals, preferably with artist and/or Native artists.
- An understanding and awareness of the Native arts and culture field is preferred as well as a broad knowledge of tribal communities and cultures across North America.
- Experience managing grant-funded programs.
- Proven track record of effective event coordination.
- 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 - Google drive, Basecamp, MS Office Suite, and knowledge of Excel spreadsheets.
- Ability to work under pressure and meet deadline consistently.
- Ability to work collaboratively as a member of a team.
- Also, be able to work independently, take initiative and be self motivated.
- Must be able to travel.
- No extraordinary physical requirements beyond ability to travel. Job involves normal physical requirements for an office position.

## **JOB LOCATION:**

- This position located in FPF's home office in Rapid City, South Dakota, as well as periodic offsite work.

First Peoples Fund offers competitive salaries and benefits including health insurance which becomes effective immediately. FPF's Simple IRA pension plan that is effective after introductory period.