First Peoples Fund

POSITION DESCRIPTION
FIRST PEOPLES FUND

Position Title: Program Weaver
Department: Programs
Reports To: Vice President of Operations & Program (VPOP)
Job Type: Regular Full-Time, Exempt

ORGANIZATION
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. Collective Spirit® is that which manifests a self-awareness and sense of responsibility to sustain the cultural fabric of a community. Collective Spirit® moves each of us to stand up and make a difference, to pass on ancestral knowledge and simply extend a hand of generosity. First Peoples Fund recognizes the power of art and culture to bring about positive change in Native communities, beginning with individual artists and their families.

POSITION SUMMARY
The Program Weaver plays a central role in integrating and supporting the programs of the First Peoples Fund to grow the Indigenous Arts Ecology. The Program Weaver will work closely with the VPOP to provide oversight and management of the program staff and programs. The programs include fellowship programs; re-grant programs, culture bearer honoring programs, as well as training and support programs designed for artists and community partners. The Program Weaver works collaboratively with FPF youth, individual and community program managers to implement community development activities, as well as working with the Storytracker/Data Analyst to develop data collection tools that support connecting programs. Also works closely with the Advancement & Communications team and program staff to define and track grant deliverables during the fundraising and grants management processes, as well as provide input on marketing & communications efforts. 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 work. The Program Weaver will be advised by a team of culture bearers and be responsible for the integration of their traditional knowledge, wisdom, and values into all aspects of the programming from evaluation tools to curriculum to leadership development to networking strategies.

PROGRAM WEAVER DUTIES AND RESPONSIBILITIES:

- Oversight of the Indigenous Arts Ecology Partnership program, including all products, services, systems, and relationships.
- Working with the VPOP provides oversight and management of program staff and the programs
- Communicates and collaborates with all program staff to strategize, evaluate, analyze, and improve program design, building strong intersections and overlap between departments and across programs.
- Develops and effectively manages program timelines to ensure timely completion of program deliverables.
- Working at the tribal level, collaborate with the local nonprofit partner leadership and FPF network of local artists and culture bearers in the community. IDentifying the arts ecosystems to actualize community vision, identifies artist networks, maps local assets, and initiates change that activates and is inclusive of artists and culture bearers.
- Working with the Data Tracker, ensures the evaluation of all products, services, systems and relationships throughout the IAE Partnership program including the creation and improvement of corresponding tools including, but not limited to, Outcome Tracker.
- Tracks the program 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.
- Assists with the management, coordination and selection activities for fellows, re-grants and training, technical assistance and contract management.
- Assists with tracking all relevant program activities, participant and community information relevant to monitoring outcomes, describing impact and informing future program activities.
- Works with the program team to continuously seek opportunities to improve and enhance the program work through review of results and relationship with participants and collaborators.
In collaboration with Program Managers, 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.

This position in conjunction with FPF’s Program Managers serves as FPF’s liaisons with customers utilizing community based products and services (e.g., NCDFI, Native Arts organizations, local chamber of commerce, etc.)

Works with the Advancement & Communications team on articulating the First Peoples Fund story and work.

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.
- Perform other duties as assigned.

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

- Bachelor’s degree (Master’s preferred) in Community Development / Business or related field and five 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.
- An understanding and awareness of the Native arts and culture field, as well as a broad knowledge of tribal communities and cultures across North America.
- Experience managing grant-funded programs and with grant administration
- Preferred experience working with Community Development Financial Institutions
- 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 - MS Office Suite (with particular knowledge of Excel spreadsheets); Google Suite, Basecamp
- Ability to work under pressure and meet deadlines 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 can be remote or located in FPF’s home office in Rapid City, South Dakota, as well as periodic work related travel.

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 the introductory period.