POSITION DESCRIPTION

Position Title: Program Director, Oglala Lakota Artspace
Department: Programs
Reports To: Vice President, Operations & Programs
Job Type: Regular Full-Time, Exempt
Salary: $52,000 per year minimum + a comprehensive benefits package
Location: Kyle, SD

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 Oglala Lakota Artspace (OLA) Program Director, along with management of facilities, plays a central role in integrating and supporting the Oglala Lakota Artspace programs of the First Peoples Fund to grow the Indigenous Arts Ecology. The Program Director will work closely with the Program Weaver/Director and Vice President of Operations and Programs (VPOP) to provide oversight and management of the Rolling Rez Art Bus (RRA) and Dances With Words (DWW) staff and programs. The Program Weaver/Director works collaboratively with FPF program managers in our work with youth, individual and community programs to implement community development activities, as well as with the Storytracker/Data Analyst to develop data collection and evaluation 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 build a stronger arts community (IAE) on the Pine Ridge Reservation. The position also acts as the on-site liaison to third party property manager Performance Property Management, communicating facility needs and coordinating property maintenance and janitorial vendor access.

DUTIES AND RESPONSIBILITIES:

- Participates in long- and short-term OLA 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.
- Working with the Program Weaver and VPOP provides oversight and management of Rolling Rez Bus and Dances With Words program staff and the programs.
- Collaborates with other program staff to provide relevant and high quality technical assistance to artists.
- Works closely with Storytracker/Data Analyst to track 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.
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- Manages relationships with Oglala Lakota Artspace artists, contractors and trainers.
- Effectively coordinates all aspects of Oglala Lakota Artspace.
- Is active in local networks relevant to the work and identifies potential partnership opportunities important to furthering the work of First Peoples Fund.
- Works collaboratively with program managers to build partnerships and recruit participants for FPF programs.
- Monitors facility needs and communicates with third party property manager Performance Property Management regarding property maintenance needs and coordinating property maintenance and janitorial access.

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 organisation and administrative support, preferably for nonprofit and/or Native corporations.
- Background and experience mentoring, coaching and/or training individuals, preferably with artists 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; additional preference given with specific knowledge and awareness of the community and arts community on the Pine Ridge reservation.
- Experience managing grant-funded programs.
- Proven track record of effective event coordination.
- Strong written and verbal communications skills.
- Experience / strength in supervising, managing, leading individuals and teams, empowering them to elevate their levels of responsibility, span-of-control and performance.
- 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 (namely Word, Excel and Powerpoint), and Google drive; experience with Basecamp project management software a plus.
- 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.
- Possession of a driver’s license and access to an insured vehicle to travel to off-site vendors and events.
- Ability to work occasional evenings and weekends as required for special programs and events.
- Must be able to push/pull/lift up to 20 lbs.

To apply please email a cover letter and resume to info@firstpeoplesfund.org with position title in the subject line.