Positions Description

Position Title: Regional Program Manager, Community Development  
Department: Programs  
Reports to: Program Weaver, Director  
Job Type: Regular Full Time, exempt  
Salary: $60,000 per year minimum + comprehensive benefits package  
Location: Rapid City, SD & remote arrangement considered

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

FPF has two Program Managers of Community Development 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 Native Arts Ecology Building (NAEB) partnership program 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 NAEB partnership program. This program 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 program from evaluation tools to curriculum to leadership development to networking strategies.

DUTIES AND RESPONSIBILITIES:

Community Development Program Management

- Pre development activities for future projects
- Develop and administer RFP/RFQ processes following tribal, federal, state, and county regulations
- Administer contracts and projects in accordance with applicable standards, regulations, and reporting requirements
- Manage project activities including scope of project, work plan, scheduling and deadlines, consultants, grants, and budgets
- 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.
- Make presentations, conduct public meetings, and build community consensus
- Plan and coordinate project events
- This includes applying Theory of Change (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.
First Peoples Fund

- 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;
  - Prepare and submit reporting documents

Native Arts Ecology Building partnership program Administration
- Provide technical assistance and work with partner organizations to develop project proposals
- 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
- Establish a working network within partner organizations
- Knowledgeable about FPF’s community based products and services and become a certified trainer with the ability to provide direct training 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.).
- Administer grant awards in accordance with applicable standards, regulations, and reporting requirements
- Develop project budgets, process purchase orders/requisitions, and approve expenditures

Planning, Outreach, and Research
- Community Engagement –Build and maintain partnerships within community
- Establish awareness of potentially fundable programs
- Build and maintain community outreach efforts to tribal communities throughout established region
- Collaborate with internal programs to support the overall mission and ToC of FPF
- Provide community education and outreach through public presentations

Program Administration, Recordkeeping, Budget Management, and Compliance
- Assist with report development
- In collaboration with finance office develop program budget documents, budget adjustments, process purchase orders/requisitions, and approve expenditures
- 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.
- Perform related work including data entry, filing, support services and other duties as assigned

Organizational 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.
- 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.
- Adhere 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, or related field.
- Three plus years experience or comparable combination of education and experience preferably for a nonprofit and/or Native organization.
- Broad knowledge of tribal communities and cultures across the US.
- An understanding and awareness of the Native arts and culture field.
- 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.

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