First Peoples Fund

Positions Description

Position Title: Program Manager, Native Artist Professional Development (NAPD)
Department: Programs
Reports to: Director, Program Weaver
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

The Native American Professional Development (NAPD) Program Manager collaborates to grow the Indigenous Arts Ecology through a national strategy of networking artists and Native Community Financial Institutions (NCDFI) art organizations and Community Development Corporations (CDC) together by focusing on the Native Artist Professional Development (NAPD).

The Program Manager will ensure the NAPD programs for Native Artists are delivered consistently with exceptional quality. The NAPD curriculum and training acknowledge the unique situation Native artists are in navigating traditional ways of being and the capitalist system. First Peoples Fund’s curriculum works to find a balance, using an advisory committee of Culture Bearers to ground the work with traditional knowledge, wisdom, and values into all aspects of the NAPDs from evaluation tools to curriculum to leadership development to networking strategies.

The Program Manager will be responsible for training and managing a small team of Business and Artist Trainers who will teach the program and implement it to partner organizations from various communities.

DUTIES AND RESPONSIBILITIES:

● Responsible for oversight of the NAPD program, including all products, services, systems, and relationships.

● Responsible for collaborating with all staff to strategize, evaluate, analyze, and improve program design for the NAPD program, while building strong intersections and overlaps between departments and across programs.

● 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;

● Responsible for designing, maintaining, and improving all systems for the NAPD (i.e. communication, tools, workflow, curriculum, adaptive processes, etc.)
First Peoples Fund

- Work with Communications Manager to manage marketing and communication tools, strategies, and systems including developing and implementing an outreach and marketing plan for community-based products and services.
- Lead all research and development for new ideas, direction, and strategy related to NAPD.
- Manage all reporting internally and externally in a systematic and timely manner ensuring program activities are 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.
- Work collaboratively with the Program Manager of Community Development (NAEB) for implementation of all products, services, systems, and relationships within Native Arts Ecology Building (NAEB) Partners including training, certifications, site visits, and leading community partners in community asset mapping, organizing, and strengthening the 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 the assigned region.
  - Provide outreach and long-term, client-centered coaching to maintain strong relationships within NAPDs.
  - 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.).
  - Responsible for managing training consultants to deliver FPF’s community-based products and services.
  - Perform follow up calls to program partners after workshops, training, 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.

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 instructional design, education, public administration or related field is strongly preferred.
- Five years experience, or comparable combination of education and experience providing organization and administrative support, preferably for nonprofit and/or Native corporations.
First Peoples Fund

- 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.
- Proven curriculum development experience
- Knowledge of and interest in research relating to Native Art Business Models, non-Western teaching models, and experiential education
- A proven ability to develop and apply monitoring and evaluation plans to determine program results and monitor impact within an international organization
- Experience managing grant-funded programs.
- Experience and strong ability as an instructor/presenter
- 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 deadlines consistently;
- Ability to work collaboratively as a member of a remote team;
- Also, be able to work independently, take initiative, and be self-motivated;
- Must be able to travel.
- No extraordinary physical requirements beyond the ability to travel. The job involves normal physical requirements for an office position.

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