First Peoples Fund

Positions Description

Position Title: Director, Program Weaver
Department: Programs
Reports to: Vice President, Operations & Programs
Job Type: Regular Full-time, Exempt
Salary: $75,000 - 95,000 (commensurate with experience) + 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.

Through grants and awards, FPF provides Native artists and cultural practitioners (culture bearers) with monetary support, networks, financial services and training to flourish as entrepreneurs and community leaders. Through community and youth development programs, FPF supports the work of artists and culture bearers to teach cultural and entrepreneurial practices, deepen artistic and cultural identity and increase their access to financial resources. All of our programs include the training and mentorship our partners need to be successful.

POSITION SUMMARY

The Director, Program Weaver (Weaver) plays a central role in integrating and supporting the programs of the First Peoples Fund (FPF) to grow the Indigenous Arts Ecology. The Director, Program Weaver will work closely with the Vice President, Operations & Programs 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 Weaver works collaboratively with FPF youth, individual and community program managers to implement community development activities, as well as working with the Story Tracker/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.

DUTIES AND RESPONSIBILITIES:

Leadership

- Oversight of the development and grow Indigenous Arts Ecology through programs, including all products, services, systems, and relationships
First Peoples Fund

- Working with the Vice President, Program 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.

**Team Management & Development**

- Develop and implement a system to evaluate the skill, experience, and professional development needs of all program staff.
- Implement a professional development program to address employee experience and skill gaps.
- Work with program staff to develop objective performance measurements across all programs to ensure consistent, high-quality evaluation and goal setting for all program areas.
- Develops and effectively manages program timelines to ensure timely completion of program deliverables.
- Oversee training and orientation of all program staff members, in collaboration with Operations Manager Recruiting and hiring program staff.
- 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.

**Program Operational Management**

- Working at the tribal level, collaborate with the local nonprofit partner leadership and FPF network in the communities. 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 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.

**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 Community Development / Business or related field and five years experience, or comparable combination of education and experience providing team management and 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 Native Community Development Financial Institutions (Native CDFI)
- Demonstrated success developing and evaluating program models, and selecting and successfully operationalizing innovative programs
- Proficient in using technology as a management reporting tool and experience working with information technology staff to develop and implement program evaluation systems
- Strong project management skills managing complex, multifaceted projects resulting in measurable successes and program growth
- Experience having worked with a high-performance, collaborative, constructive hybrid office environment
- Experience working in highly collaborative team, with the ability to manage, lead in collective way that empowers program staff
- 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; 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.

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