## Positions Description

**Position Title:** Operations & Human Resources Manager  
**Department:** Operations & Finance  
**Reports to:** Vice President of Operations & Finance  
**Job Type:** Regular Full time, exempt  
**Salary:** $60,000 per year minimum + comprehensive benefits package  
**Location:** Rapid City, 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.

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

Under the direction of the Vice President, Operations, the Operations Manager will work as part of the operations and leadership teams overseeing the overall administration of our evolving organization transitioning and growing. The Operations Manager will oversee First Peoples Fund operations, human resources, and IT infrastructure and play a key role in ensuring all systems and procedures add to FPFs mission and goals to be realized in the most cost-efficient, effective way. The ideal candidate will help lead with passion and commitment to Collective Spirit, display excellent communication skills and maturity in handling confidential situations, and is a tech-savvy problem solver who will foster a workplace culture in which staff and employees thrive.

### DUTIES AND RESPONSIBILITIES:

**Operations**

- Manage and increase the effectiveness and efficiency of the organization’s Human Resources and Information Technology functions, through improvements to each function, as well as coordination and communication with staff, as outlined below:
- Assist with organizational budget development and manage the operations budget and preparation of reports to prevent over or under spending
- Maintain current professional insurance policies and point person for insurance certificate requests
- Assist the Vice President of Operations and Finance in other operational responsibilities as necessary
- In conjunction with Office Manager providing support and back up to
  - General office organization, supplies, purchasing, equipment and inventory, including security, leaser, contracts, vendors and consultants
  - Logistical needs for meeting and events, and organizational travel accommodations
First Peoples Fund

- Maintaining office preparedness, safety and health standards, and require employee law postings, and risk assessment

Human Resources
- Manage HR activities for 15+ employees for approval of timesheets and resolve any payroll discrepancies; performance management, employee benefits, drafting and updating HR policies
- Create and maintain employee records in compliance with all laws, including the employee handbook, job descriptions, training plans, and organizational chart
- Provide staff guidance and interpretation of all personnel policies and procedures
- Conduct recruitment of open positions in collaboration with internal hiring teams; including the job posting, correspondence with candidates, set interviews, orientation, and on-boarding process
- Manage employee relations and appropriate notification to leadership, if needed
- Create and administer staff training and personal development programs

Information Technology
- Oversee IT staff (PT) or contractor, services, vendors, and consultants to ensure effective and efficient implementation of IT infrastructure, systems, and security
- Working with Office Manager, oversee yearly inventory documentation of all technical equipment, databases, and software licensing

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.
- Adhere to all FPF Policies.
- Perform other duties as assigned.

EDUCATION, KNOWLEDGE, SKILLS, ABILITIES, and PHYSICAL REQUIREMENTS

- Bachelor’s degree (Master’s preferred) in administration or human resources, or related field.
- Three (3) 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.
- Proven ability to work with diverse communities, leaders and staff.
- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation preferred.
- A sense of discretion and a high degree of professionalism is required.
- Strong conflict resolution and negotiation skills.
- An intuitive ability to recognize and appropriately convey the sensitive nature of any situation and the ability to keep all matters appropriately confidential is necessary.
- Demonstrates a highly professional and cooperative demeanor with supervisors and co-workers.
- Strong interpersonal, communication, facilitation and presentation skills.
- Proven ability to give, deny or ask for information in a tactful and friendly manner and discretion in giving information about plans and/or action to anyone is required.
- Ability to keep all matters appropriately confidential is necessary.
First Peoples Fund

- A strong attention to detail is required.
- Strong analytical and problem solving skills.
- Ability to work independently and with minimal supervision.
- Demonstrated ability to work in a hybrid office setting.
- Flexibility to adjust and contribute to continually evolving work situations and changing priorities.
- Excellent computer skills - Google drive, Basecamp, MS Office Suite, and knowledge of excel spreadsheets;
- Excellent organizational skills with demonstrated ability to execute projects on-time and on-budget.
- Occasionally must be able to move office supplies and equipment weighing up to 15 pounds across the office.

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