POSITION DESCRIPTION

Managing Director - Programs

BACKGROUND

Nia Tero is a new organization established at the end of 2017 with the mission to secure Indigenous guardianship of vital ecosystems. We believe that if place-anchored peoples are thriving, their territories and places that are key for all humanity will thrive as well. For this reason, we seek to work with Indigenous Peoples and local communities that share a collective territory. Specifically, we seek partners with a vision for the future that maintains living connections to place and culture, and that sustains inter-generational anchoring in remarkable ecosystems. We aim to partner with them on a long-term basis to support their work towards accomplishing their vision.

SUMMARY

The Managing Director, Programs will be a highly organized leader and provide leadership to Nia Tero’s Programmatic functions inclusive of global and regional strategies, programs and projects, and external advisory bodies. Reporting to the Chief Program Officer (CPO), the position will be responsible for ensuring program investments in the Managing Director’s portfolio meet the mission of Nia Tero.

The position will undertake work with a high level of complexity and nuance, and require sound decision making and judgement. The position will play a key role in influencing and developing strategy, policies, priorities, budgets and working practices in support of Nia Tero’s mission in close partnership and alignment with Nia Tero’s Senior Management Team.

KEY RESPONSIBILITIES

Oversee design, execution and management of regional strategies

- Accountable for the design and execution of global and regional strategies working internationally and in a number of countries
- Provide executive leadership in the management of regional program team members and external partners
- Provide leadership in the management of programs and projects
- Promote Nia Tero’s programs in relevant fora to advance Indigenous guardianship of their territories.
- Ensure that Nia Tero’s Programs are understood and communicated to relevant internal and external audiences.
- Ensure engagement with Indigenous partners meets high standards of ethical and professional conduct.
Manage program budgeting and spending processes
  o Accountable for development, tracking, and regularly updating the Program team’s annual and multi-year budget
  o Ensure the program team budget is aligned with Nia Tero's near and long-term budget priorities
  o Represent the program team across the organization for budget planning processes

Manage the Global Advisory Council
  o Provide leadership and oversight of the Indigenous Advisory Council and ensure that all administrative, strategic and policy related matters are executed per organization’s strategy

Provide guidance and contribute to oversight of program strategy and delivery.
  o Coordinate bi-annual and annual review and development of the program team’s Results Framework, ensuring alignment with Nia Tero strategy and execution timeline.
  o Ensure that programmatic monitoring, evaluation, reporting and review systems are aligned with organizational requirements, is effective, two-way and complies with relevant ethical and regulatory standards.

Supervise key Program staff including Regional Leads, Partnership Leads, and administrative staff based in Seattle office
  o Provide direct management and guidance to program staff in order to achieve the mission of Nia Tero.
  o Coordinate and lead Program Team meetings, clarify priorities, establish and maintain efficient working practices and harmonize Program team’s rhythm of work with enterprise-wide milestones.
  o Ensure the sharing of information and progress updates across the organization.
  o Maintain a positive and collegial working environment.
  o Ensure staff have access to relevant professional development opportunities.
  o Accountable for timely reporting on program initiatives to the Executive Team and the Board of Directors.

Represent Nia Tero in global, regional and national forums as identified by Senior Management Team and/or partners

PEOPLE AND RESOURCE MANAGEMENT RESPONSIBILITIES.
The Position will have accountability for leading the Nia Tero Advisory Council, regional programs, and others as required. Supervises regional leads and facilitators and responsible for setting, tracking and ensuring efficient and impactful allocation of financial resources across Nia Tero partnerships.

This role will also be accountable to assess, design, implement and monitor safety and security plans for the team who work in areas where there is potential for security risks. It will align security plans with organizational plans and processes and ensure strong communication with internal partners.
Per above, the role manages a team of individual contributors based locally and around the world. The MD is accountable for ensuring each team member has clear goals, priorities, and is aligned to performance expectations.

QUALIFICATIONS

Education and experience

- University degree or equivalent formal or non-formal education, training or experience in relevant areas providing theoretical and practical knowledge that relates to the work of Nia Tero
- 10+ years’ experience of working at senior level/management levels
- Extensive experience working at local, regional, national and international levels with Indigenous People in resource management, human rights, global health, social justice, civic engagements, and/or related fields.
- Extensive experience in building and managing programs in multi-sector, multi-issue, multi-cultural coalitional spaces
- Experience and proof in writing, publishing and public speaking and communications.

Skills and abilities (including languages and software)

- Ability to lead large and complex programs in remote and isolated settings.
- Ability to communicate to a broad range of audiences ranging from local communities to media, conferences, donors and political actors.
- Ability to understand, respect and respond to sensitive cultural nuances associated with working alongside Indigenous Peoples.
- Strong organizational, time management and project management skills. Ability to manage multiple and varied tasks in a fast-paced, high-volume regulated environment, highly proficient organizational skills and keen attention to detail.
- Strong analytical skills, with an ability to troubleshoot, problem-solve and effectively and efficiently make decisions.
- Ensure ethical conduct at all times. Act with integrity and honesty, abide by all HR principles and objectives including confidentiality, projecting a positive impression of the company and maintaining a respectful atmosphere.
- Excels at working within team. Is patient and objective in difficult situations with diverse types of people and cultures.
- Strong communication skills with external and internal personnel to include active listening; articulating clearly and confidently, facilitate positive, timely, and appropriate communication amongst team members.
- Demonstrates a healthy appetite to learn and self-educate by staying informed of industry trends, learning new skills and sharing relevant information with others.

Ideal:

- Working knowledge of Spanish, French or Portuguese
- Experience with start-up cultures

WORKING CONDITIONS AND TRAVEL

This position is based in Seattle, WA. This role will also travel to regions on a regular basis as well as representing Nia Tero in global forums; travel may be up to 50%.
**Physical Requirements:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Visually or otherwise identify, observe and assess distance, color and depth; Required to regularly communicate with others and exchange accurate information.
- Able to operate a computer and other office productivity equipment; able to remain stationary at a computer for extended periods of time and move around his/her assigned workspace.
- Ability to travel to developing countries or remote areas which can be physically demanding. Examples include travel on small boats, hiking with your pack, and staying in rustic accommodations.

**HOW TO APPLY**

If interested in this role, please email cover letter and resume to jobs@niatero.org. Nia Tero is an Equal Opportunity Employer.

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