Program Development Strategist

Status: Part-time (30-hours/week) starting as soon as possible
Location: Remote (US-based required)
Compensation: $60,000 fixed-fee twelve-month contract

Summary
Balance Back is a new Native-led coalition that will build economic opportunity and well-being for Native entrepreneurs and families across the Southwest. New Mexico Community Capital, Native Women Lead, Native Community Capital, and Change Labs have joined forces to strengthen Native self-determination through self-employment on and off the reservation, in both urban and rural environments.

Native-owned businesses, entrepreneurs, creatives, and their families and employees will all benefit from the continuum of culturally aligned business supports to be made available through our partnership. Our coalition will also work at a systems level through policy, research, and movement building.

To support this new initiative, our Balance Back coalition is hiring a Program Development Strategist to support our collective work and support each partner. The Strategist will serve primarily as a collaboration manager, providing administrative support to the coalition and to the facilitator working to help the coalition define its strategy.

Job Description
The Program Development Strategist will provide support across all four partner organizations, provide project management support to the facilitation team, and lead the setup of any administration and operational systems for Balance Back.

Specific responsibilities include, but are not limited to, the following:
- Establish and maintain a communication system between the partner organizations to facilitate the cross-posting of events for entrepreneurs.
- Establish and maintain a quarterly or monthly progress report designed for funders and beneficiaries.
- Support vendor management (legal, copywriting, PR, data sovereignty, evaluation) for Balance Back. Coordinate meetings, contracts, and proposals and ensure costs are aligned or approved by NMCC’s Financial Controller.
- Coordinate with the facilitation team to identify date and location for quarterly in-person meetings between the partners. The Strategist will support lodging arrangements, catering and/or food delivery, venue preparation, and collect supplies & materials needed for meetings.
- Establish and maintain a collaboration roadmap and timeline using an on-line project management tool, communicating monthly to partners at standing meetings.
● Manage the agenda and note taking for weekly partner meetings and send email updates to all partners, coordinate timely delivery of tasks needed from partners.
● Research potential partners, vendors, or subject matter experts to inform Balance Back strategy.
● Contribute to the development of a fundraising strategy to ensure the coalition has funds for implementation of ideas in 2023 and beyond. This will include but is not limited to supporting budget development as well as identifying short-term fundraising opportunities (potential funders, grants, etc) and long-term fundraising opportunities (endowment funds, etc).
● As needed, prepare organizational documents for Balance Back if it ends up being a separate organization
● As needed, establish on-line accounts for Balance Back to share collaboration processes, project outcomes, and insights.
● Support the preparation of annual Kellogg grant reporting narratives, detailing activities completed and planned.
● Provide two hours of time each week (or one 8-hour day a month) to each partner organization executive to support administrative activity.

Qualifications
● Experience working with or within Native American communities.
● Demonstrated experience implementing clients’, partners’ and / or organizations’ strategic vision
● Experience building community and/or leading coalitions.
● Project management experience, including budget tracking and management
● Experienced and comfortable working remotely
● Comfortable working with Asana, Slack, Google Drive, Zoom, Airtable, Quickbook, and / or eagerness to learn these and software tools like Squarespace, MailChimp, Notion, other collaborative project management/productivity tools.
● Experience and interest in cultivating relationships with funders and grant bodies
● Adept at organizing gatherings and meetings and managing all the details to create a low-stress environment for attendees
● Experience in communicating with multiple levels of stakeholders and successfully coordinating their schedules and needs
● Enjoys problem-solving and challenges; able to act and react as necessary, even if limited information is available; not afraid to take charge of a situation
● Self-starter who is able to take a broad concept, develop a plan and execute with minimal oversight

Success factors
● You are a meticulously organized self-starter with the ability to multitask and handle a wide variety of tasks, including project management tasks in a timely manner, while maintaining a courteous and professional manner.
● You are willing and able to advocate for yourself and others, and to take an active role in the shaping of new norms, policies and processes on behalf of your client.
• You are eager to learn new things and take agency in finding the resources, coaches and answers you need to master a new subject matter.

To apply
Send your cover letter and resume to liz@nmccap.org. We’re accepting applicants on a rolling basis until the position is filled.

NMCC is committed to creating a more diverse and inclusive workforce, building teams that represent a variety of backgrounds, perspectives and experiences. It is our fundamental policy not to discriminate on any basis or characteristic. Everyone is welcome and encouraged to apply!