**POSITION VACANCY – PROGRAM OFFICER (Land Conservation)**

Position: Program Officer (Land Conservation)  
Employer: Buffalo Nations Grasslands Alliance  
Location: Remote  
Supervisor: CEO  
Job Classification: Exempt (Salaried)  
Salary Range: $65,000 - $75,000, depending on qualifications and experience  
Benefits: Health, dental, vision, life, accidental death and disability insurance, Simple IRA plan, holiday pay, paid time off, and a 36-hour work week.

The Buffalo Nations Grasslands Alliance is seeking a motivated individual to grow and evolve with us!

**Position Summary**

The responsibilities of the Program Officer (Land Conservation) include providing assistance and support to the CEO, other staff, and contractors in the administration and implementation of BNGA’s projects and independently managing the planning and implementation of grants/projects as determined by the CEO.

This position is primarily focused on the development and implementation of strategies to assist Native nations in the Northern Great Plains with the conservation of lands. Strategies may include grassland conservation and restoration and consolidating lands through various methods such as acquisition, leasing, and trades. This position will require outreach with other organizations and building collaborative partnerships to assist Native nations. This position may be required to work within the specified parameters of grant-funded projects.
**Primary Responsibilities**

Develop partnerships and networks with non-government organizations, foundations, and federal agencies.

Assist in designing strategies with Native nations to restore and conserve grasslands.

Assist in designing strategies with Native nations to consolidate lands through acquisition, leasing, and trades.

Assist in designing climate adaptation strategies with Native nations.

Assist in grant-writing, meeting with potential donors, and other fundraising activities that support program and organizational needs.

Plan and implement outreach strategies to Native nations and other organizations.

Organize and plan convenings and site visits as necessary.

Overall planning and project management of assigned projects and grants.

**Qualifications**

A Bachelor’s degree is desired; graduate degree preferred.

Experience and proven ability to encourage and nurture collaboration among diverse project partners, with an ability to create and thrive in a team environment and work in partnership with a variety of people and organizations.

Experience in implementing grassland conservation projects.

Knowledge of conservation programs administered by federal agencies and non-government organizations.

Knowledge of the complexities of working on tribal trust lands.

Demonstrated experience with GIS programs.

Demonstrated work experience in project management, budget management, grant writing, and coordinating collaborative efforts with other partners.

Knowledge of Native American governments, Native American cultures, and policies affecting Native American Tribes.

Knowledge of and appreciation for cultural and natural resources conservation issues in the Northern Great Plains.

Demonstrated ability to exercise sound judgment and have clearly displayed initiative and innovation on past jobs and/or contracts.

Excellent written and oral communication skills, with proven ability to convey information clearly.

Exceptional interpersonal skills with the ability, style, and personality to foster collaborative problem-solving.
Possession of the soft skills of kindness, politeness, patience, modesty, respectfulness, friendliness, and empathy.

Proven organizational skills and strong attention to and interest in detail, with the ability to meet deadlines.

Ability to effectively work remotely and independently, without regular supervision.

Valid driver’s license and willingness to travel up to 1/4 of the time annually throughout Montana, North Dakota, and South Dakota, with travel to other areas of the United States on occasion.

**Buffalo Nations Grasslands Alliance**

Buffalo Nations Grasslands Alliance (BNGA) is a new Native-led, 501(c)(3) nonprofit collaborating with a broad coalition of partners to support conservation and sustainable livelihoods in Native nations in the Northern Great Plains (NGP). BNGA envisions Native nations uniting so that the diversity of life in the NGP flourishes for current and future generations. Our purpose is to ensure that the 16 Native nations with lands in the NGP have the technical and financial resources to plan and act on the vision for their traditional lands and waters, which includes ensuring that:

- Tribal members thrive by sustainably stewarding and connecting with natural resources;
- Grasslands and native wildlife on tribal lands are restored or enhanced; and
- Tribal fish and game departments have the capacity to deliver conservation at scale.

**To Apply**

Please send a cover letter and resume’ (in pdf format) with the subject heading: Job Application: BNGA Land Conservation Program Officer – (your last name) to sgrassel@bngrasslandsalliance.org.

Position is open until filled, with application review beginning November 1, 2023

**Buffalo Nations Grasslands Alliance is an Equal Opportunity Employer**