

## **NATIVE GOVERNANCE CENTER POSITION DESCRIPTION**

**JOB TITLE:** Program Director

**POSITION SUMMARY:** The program director is responsible for leadership and success of NGC programming. This position directs NGC programming, ensuring alignment with overall organizational strategy, realization of programmatic strategic and financial goals, and oversight of program staff and collaborators to ensure intentional and innovative design, implementation, delivery, evaluation, and growth of programs. The program director is also responsible for delivering customized consulting services to Native nations. This position requires travel up to 40% of the time.

**SUPERVISORY RESPONSIBILITIES:** Program managers

### **ESSENTIAL JOB FUNCTIONS:**

*Reasonable accommodations may be made to enable qualified individuals to perform the essential functions. The following list is not designed to comprise a comprehensive listing of activities, duties or responsibilities that may be required for this job. Duties, responsibilities and activities may change at any time with or without notice.*

#### *Program leadership + consulting*

- Collaboratively design and strengthen programs that implement NGC strategies.
- In partnership with the leadership team, guide annual and ongoing strategic and financial program planning and actively manage towards those strategies and goals to ensure program success.
- Create and manage towards a comprehensive long-term innovation strategy for programming.
- Provide supervision, training and coaching to program staff; collaborate on development and realization of annual workplans, budgets, and other program and organizational goals, ensuring alignment across programming.
- Work with leaders in the region to diagnose opportunities, identify and assess potential partners, and connect them with appropriate resources.
- Execute customized consulting projects as a consultant to Native nations.
- Manage program department evaluation, ensuring quality, client satisfaction, and progress towards objectives.
- Champion the use of data to continuously improve programmatic effectiveness; introduce a system of quality improvement to ensure that services are in line with evolving best practices and the needs of the communities we serve.
- Closely collaborate with the development team to expand funding to support NGC initiatives; contribute to grant writing and reporting.

#### *Organization leadership*

- Contribute to the direction and success of NGC as a member of the leadership team; foster a culture of collaboration and commitment to the mission, vision, and values of the organization.
- Work in partnership with the leadership team to guide the organization through growth and challenges in line with the organization's values.
- Collaborate with the leadership team to establish infrastructure, systems, and policies necessary to implement a highly effective programming department, including maximizing potential resources and partnerships.
- Establish and maintain relationships with key individuals, resource experts, and partner organizations to further the mission of NGC.
- Publically speak and write about the organization, its work, and relevant topics to help build NGC's reputation and heighten awareness of Native nation governance challenges and successes.

## **QUALIFICATIONS:**

### Required skills and abilities:

- Excitement for the mission of NGC and desire to work according to its stated values of honoring sovereignty, practicing humility, being a good relative, centering indigeneity, and embracing fun.
- Knowledge and understanding of current and historical Indigenous values, culture, governance systems, and issues that intersect with governance.
- Strong analytical and problem-solving skills, exercising judgment even in the absence of complete information.
- Ability to communicate complicated matters simply and effectively, including writing reports and making public presentations.
- Proficiency at setting and prioritizing goals across multiple initiatives, and quickly and skillfully adjusting for change, delays, or unexpected events.
- Forward-thinking and adaptable to dynamic situations.
- Highly proficient at project planning, budgeting, and oversight.
- Ability to work effectively in collaboration with diverse groups of people.
- Ability to identify/create creative and strategic programming opportunities, solutions
- Initiative and motivation to work productively in a home office, both independently and collaboratively, and communicate clearly and often with remote team members through email, phone, and video calls.
- Confidence and ability to utilize various technology programs and tools effectively, including complex databases and teleconferencing tools.
- Ability to travel independently within the United States up to 40% of the time.

### Required education, training, and experience:

- Bachelor's degree or equivalent combination of education, training, and experience.
- At least seven years' experience in a professional environment, including progressively increased responsibilities and leadership.
- Lived experience in or with Native communities, with a great sense of community/tribal government protocols
- Experience in program and project management, development, implementation, and meeting objectives and goals while successfully managing programmatic budgets.
- Experience supervising staff and supporting their professional development.
- Experience leading external groups through projects, including group facilitation
- Advanced Microsoft Office or G Suite skills, with an ability to become familiar with organization-specific programs and software.

### Preferred:

- At least seven years' experience in the nonprofit sector.

### Typical physical requirements:

Essential tasks for this position are typically performed on a computer, with some travel and transporting of supplies.

- Repetitive motion of hands, fingers, wrists for 4 to 8 hours per day.
- Computer screen use for up to 7 hours per day.
- Communicating with others to exchange information.
- Travel up to 40% of the time, by car and plane (valid driver's license required).
- Lift up to 25 lbs when transporting supplies to/from events or shipping materials.

**CLASSIFICATION:** Exempt

**ACKNOWLEDGEMENT:**

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Native Governance Center.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_