



Position: Lead Program Officer

Reports To: Senior Program Officer
Job Level: Exempt
Supervises: N/A

POSITION SUMMARY

The Lead Program Officer's responsibilities include providing assistance and support to Senior Program Officers in the administration and implementation of First Nations' projects; and independently managing the planning and implementation of less complex grants/projects as determined by the Senior Program Officer. This position is primarily focused on implementation and execution of project plans.

This position is often required to work within the specified parameters of grant funded projects.

ESSENTIAL FUNCTION/RESPONSIBILITIES

- Assists Senior Program Officers in:
 - Design and implementation of training and technical assistance.
 - Manages program budget.
 - Monitors grant-funded projects to ensure proper grant reporting and compliance.
 - Identifies and manages consultants/FNDI team members.
 - Facilitates and leads program meetings and workshops with staff, consultants, and clients
 - Planning and conducting training sessions and facilitating meetings
 - Works in close collaboration with First Nations' Senior Program Officers and the finance department to ensure accurate accounting for grant related income and expenditures.
 - Monitoring incoming grantee progress reports.
 - Organizing and planning convenings, annual conferences, and site visits as necessary.
 - Develops internal and external peer networks.
 - Participates in "lessons learned" post project and develops recommendations for improvements.

- Works independently to oversee less complex projects.
 - Overall planning and project management of assigned projects and grants.
 - Development of overall work plan, including key milestones, assigned resources and timelines, evaluation, monitoring and reporting.



- Implement evaluation models and evaluation tools
 - Designs agendas for sessions and workshops at annual conferences and convenings.
 - Designs, implements, and delivers training and technical assistance curriculum.
 - Identifies and manages consultants/field staff.
 - Owns and manages project budget, which may include multiple funding sources
 - Ensures timely and accurate reporting to funders.
 - Acts as the main project liaison with the accounting department (on assigned projects) to ensure smooth operations between First Nations and its grantees as well as comprehensive project reporting and compliance.
- Develops and maintains processes and procedures
 - Other duties as assigned

MINIMUM REQUIREMENTS

- Bachelor's Degree
- Minimum of three years of relevant experience (e.g. experience in a nonprofit organization and/or as a Program Officer/ grant maker/grant seeker).
- Experience coordinating program technical assistance and training; budget monitoring and oversee consultant work
- Knowledge of non-profit organizations and practices.
- Frequent travel required- 2 to 3 times monthly
- Strong written and verbal communication skills required.
- Strong Customer Service orientation
- Competent self-starter who will take initiative and work independently.
- Excellent interpersonal, communication and organizational skills.
- Knowledge of and/or familiarity with the historical and contemporary legal development and workings/status of Tribal Nations highly desirable.
- Strong administrative ability and attention to detail required.
- Ability to organize and meet deadlines for a wide variety of job assignments simultaneously, with minimum supervision.
- Strong computer skills, including but not limited to MS Office, Excel and Power Point.
- Positive attitude, good people skills and the ability to work closely with people at all levels of experience and proficiency required.
- Demonstrated teamwork
- Sense of humor and grace under pressure.



Preferred qualifications

- Master's degree
- Three to six years of relevant experience
- Demonstrated experience working with diverse cultures and specific experience with American Indian communities and culture desired
- Demonstrated project management experience
- Supervisory experience managing others
- Experience in training, adult education and/or facilitations skills.

TO APPLY

Provide a cover letter, resume and three references by email to hr@firstnations.org or mail to:

**Attn: Human Resources
First Nations Development Institute
2432 Main St., 2nd Floor
Longmont, CO 80501**