



## **Position: Senior Program Officer**

**Reports To:** Director of Programs  
**Job Level:** Exempt  
**Supervises:** N/A

### **POSITION SUMMARY**

The Senior Program Officer's (SPO) primary responsibility is to provide strategic planning and implementation oversight of multiple large, complex projects. The SPO will have overall responsibility for ensuring timely, high quality implementation of assigned programs, which meet budget parameters and evaluation expectations. The SPO will often direct the efforts of Program Officers and Program Associates to implement aspects of various projects.

The Senior Program Officer may also be responsible for the management and supervision of direct reports providing direction, setting goals, giving feedback and coaching, and ensuring professional development and training.

The Senior Program Officer will work in close collaboration other First Nations staff, including the leadership team, senior program officers, program officers and coordinators; the finance department to ensure accurate accounting for grant-related income and expenditures; and First Nations' development staff.

### **ESSENTIAL FUNCTIONS/RESPONSIBILITIES**

- Strategic program area leadership for existing programs and strategies.
- Overall planning and project management of all projects and grants related to these program areas.
  - Development of overall project plan, including key milestones, assigned resources and timelines.
  - Designing evaluation plans and tools
  - Manages and/or implements all aspects of one or more complex projects to include integrated evaluation, monitoring and reporting.
  - Designs sessions and workshops for annual conferences and convenings and ensures the development and implementation of:
  - Participate in pre-conference and conference development for First Nations' Annual National Leadership Entrepreneurial and Development (LEAD) Conference.



- Designs, implements, and delivers training and technical.
  - Hire, engage and manage consultants/field staff working under projects.
  - Responsible for the proactive management of project financials and budgets, 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 program concepts and frameworks
  - Coordinates with internal and external partners and funders
  - Contributes to the conversation in industry forums as an expert in the field
  - Write reports, grant proposals, and presentations materials for both internal and external audiences.
  - Participate as part of a cross functional team with Grantmaking to provide direction and support in creating and reviewing grant specific program designs and proposal development.
  - Maintain excellent relations and communications with coworkers, partners, grantees, and stakeholders.
  - Management and leadership of direct reports (if applicable)

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree (BA/BS) in Social Work, Public Health, Public Administration, Business or related field.
- Minimum five years of experience working in a nonprofit organization, (e.g. experience in nonprofit organization, and/or as a grantmaker/grantseeker).
- Demonstrates a level of **mastery** of Lead Program officer functions and competencies
  - Work plan development
  - Evaluation plan and tool development
  - Proactive budget management
  - Effective management of project resources including consultants
  - Design and implementation of training and technical assistance plans
  - Effective Program management skills
- Recognized as a thought leader in philanthropy and specific program areas



- Has an extensive external peer network
- Knowledge and proficiency in the nonprofit sector, nonprofit organizations and nonprofit management practices.
- Knowledge of principles and techniques of nonprofit capacity building, program administration and project management, basic budgeting and cost accounting processes.
- Ability to travel frequently - 2-3 times monthly.
- Knowledge of and/or familiarity with tribal sovereignty and the historical and contemporary legal development and workings/status of Tribal nations.
- Strong written and verbal communication skills required.
- Exceptional Customer Service orientation.
- Ability to present to and facilitate small and large audiences in training or conference settings.
- Competent self-starter who will take initiative and work independently.
- Excellent ability to organize and manage multiple projects/deadlines simultaneously, and work under pressure to meet deadlines.
- Strong attention to detail required.
- Demonstrated expertise in program management.
- Strong computer skills, including but not limited to MSOffice, MS Outlook Excel, PowerPoint, and selected Program Management software.
- Strong analytical and problem solving skills.
- Positive attitude, good people skills and ability to work closely with people at all levels of experience and proficiency required.
- Demonstrated teamwork

**PREFERRED QUALIFICATIONS:**

- Master's degree
- 7 to 10 years relevant experience
- Published research and articles
- Demonstrated experience working with diverse cultures, diverse audiences, and specific experience with American Indian communities/Alaska Native villages and cultures.
- Experience in training and/or adult education
- PMP certification and/or experience with PMP software/Facilitation Methods
- Supervisory/management experience leading others



**TO APPLY**

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

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