



NATIVE GOVERNANCE CENTER

Supporting Tribes. Empowering Leaders.

Program Manager

The Opportunity

Native Governance Center is hiring a Program Manager. This position will work with the Program Director to implement and execute the organization's leadership programs (Native Nation Rebuilders and Youth Rebuilders) and Tribal governance support strategies. The role will have a unique opportunity to carry forward and strengthen existing programs and shape and implement new programs for the organization.

Native Governance Center is a Native American-led nonprofit organization located in St. Paul, Minnesota. Our mission is to assist Tribal nations in strengthening their governance systems and capacity to exercise sovereignty. Native Governance Center assists Tribes in their effort to improve governance through two main program areas: leadership development and Tribal governance support. We serve both elected Tribal leaders and grassroots Native leaders (including Native youth).

Position Summary

Primary responsibilities include program strategy support, Tribal consultation, event design and support, and grantmaking. Willingness to travel up to 35% of the time is required.

Responsibilities

Program Strategy Support (40%)

- Support the implementation of leadership development and Tribal governance support program areas.
- Work with organizational partners to run ongoing programs such as Native Nation Rebuilders, Youth Rebuilders, and Rebuilders 2.0.
- Lead implementation of program strategies, in concert with the Program Director and other organizational staff.

Tribal Consultation Assistance (40%)

- Support the Program Director in providing on-the-ground support to Native nations in the region to help them diagnose, assess, and design solutions for current challenges.
- Work with staff to facilitate and implement solutions.
- Help build out a network of resource partners to serve Tribes.

Event Design and Support (10%)

- Work with Native Governance Center staff to design small and large-scale events.



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- Work with the Operations Coordinator and outside consultants to manage event logistics, as needed.

Grantmaking (10%)

- Work with the Program Director to carry out organization's grantmaking program.
- Manage grantmaking process, including application, review, award, reporting, and measurement/evaluation.

Required Qualifications

- Demonstrated knowledge and understanding of Native Governance Center's mission.
- Past experience working on issues related to Tribal sovereignty and governance.
- Bachelor's degree from an accredited institution.
- Five or more years of experience working in or with Native communities.
- Excellent written and verbal communication skills with an ability to interact with diverse groups.
- Ability and willingness to work both independently and cooperatively in a small office environment.

Preferred Qualifications

- Previous experience using CRM databases, such as Salesforce.
- Previous experience with program evaluation.

Additional Information

- Reports to: Program Director
- Job Type: Full Time, Salary
- Location: St. Paul, MN
- Travel: Approximately 35%
- Compensation: Salary commensurate with experience; comprehensive benefits package. Salary range from \$55,000 - \$65,000.

How to Apply

If interested in this opportunity, please submit a cover letter and resume to hello@nativegov.org. **The application deadline is June 29, 2018.**