

## **Our Children Are Sacred PROGRAM MANAGER**

WORK STATUS: Exempt, Full Time, 1.0 FTE

SALARY: \$59,000

LOCATION: This position is a hybrid role with in-office, community, and remote work.

REPORTING STRUCTURE: This position reports to the Director of National Programs. Direct Reports: Program Coordinator

### **PRIMARY DUTIES AND RESPONSIBILITIES**

The Program Manager will oversee the implementation of objectives in the work plan for Our Children Are Sacred, a national endeavor by and for Indigenous people to reduce the impact of FASD in Indian Country. They will provide strategic leadership, operational management, implementation, and evaluation of Proof Alliance's Our Children Are Sacred programming. The Program Manager will build and strengthen relationships with Indigenous communities, facilitate utilization of programs developed under Our Children Are Sacred, and identify opportunities for growth.

- Create an annual workplan in collaboration with the Co-Creation Team inclusive of goals, activities, timeline, and measurable outcomes that reflect the needs expressed by tribes and Indigenous communities through feedback gathering sessions.
- Supervise Our Children Are Sacred staff.
- Provide strategic and operational leadership for implementation of the Our Children Are Sacred workplan.
- Identify staffing needs and contribute to recruitment, hiring and onboarding of new staff members.
- Integrate current Our Children Are Sacred programs under a cohesive vision.
- Identify and implement opportunities to grow and scale the work within Minnesota and Nationally.
- Partner with the communications and training departments to articulate the impact and promote Our Children Are Sacred at the local and national level. Identify conferences and other audiences to present to.
- Manage the budget for Our Children Are Sacred work.
- Cultivate and maintain relationships that shape Our Children Are Sacred work.
- Manage the Native American Community Grants by communicating regularly with grantees, providing technical assistance, and reporting on program outcomes to the Minnesota Department of Health.

### **EXPERIENCE AND QUALIFICATION REQUIREMENTS**

- 5+ years of program management (including budget management/tracking) and program development (growing reach, building capacity, scaling best practice, building infrastructure)
- 5+ years of staff management and development
- Experience and established connections within the Indigenous communities throughout Minnesota.

- Demonstrated experience on projects that require collaboration from a variety of professional sectors.
- Experience developing new partnerships with community-based organizations and tribal leaders.
- Demonstrated knowledge of and experience in areas of health equity, disparities, intercultural competency, diversity, equity, and inclusion.
- Ability to travel throughout Minnesota and nationally periodically (day trips, occasional overnights).

#### ADDITIONAL INFORMATION

Proof Alliance is an equal opportunity employer and values a diverse and inclusive work environment.

Proof Alliance offers a family-friendly work environment and a benefits package that includes generous time off and medical & dental insurance.

The selected candidate will need to pass a background check for violent offences and offences against vulnerable populations.

#### HOW TO APPLY

Please email Jennifer Stieve, Director of Finance & Administration:

1. Your resume, and
2. Two to three paragraphs (in the body of the email) telling us why you are interested in this position with Proof Alliance and how you believe you meet the qualifications.

Email: [Jennifer.Stieve@proofalliance.org](mailto:Jennifer.Stieve@proofalliance.org)