



Program Manager Job Description

Summary:

The Program Manager is tasked with working with the Red Feather staff members, tribal partners, and other stakeholders to develop and implement program initiatives that create healthier housing conditions for Hopi and Navajo communities. Success will depend upon building and maintaining healthy relationships with the people we serve, colleagues, volunteers, and a variety of different partners.

Duties and Responsibilities:

- Assist in the development of new and existing programs while working in partnership with the Executive Director, colleagues, and all relevant stakeholders.
- Manage program staff, as assigned by the Executive Director, including but not limited to training new and existing staff in the delivery of the programs, delegating assignments, assisting in training and enforcing administrative policies, leading weekly 1-1 and team meetings, conducting timesheet reviews, conducting staff performance reviews, managing disputes, maintaining an effective and inclusive team environment, and promoting the professional development of each colleague.
- Manage the implementation of program operations, as assigned by the Executive Director, which can include but is not limited to designing program implementation strategies, subcontractor and vendor oversight, supply chain logistics, facilitating workshops, coordinating volunteer projects, developing educational products, and providing housing repair case management services to individuals in need.
- Oversee the tracking and maintenance of program deliverables and budget targets, as assigned by the Executive Director.
- Assist in the collection and maintenance of extensive both quantitative and qualitative program data.
- Assist in the development and maintenance of partnerships with a wide variety of tribal and non-tribal stakeholders to aid in the delivery of programmatic strategies.
- Assist in the development of grant goals and objectives, evaluation metrics, and reporting needs.
- Assist in the development of print and electronic media documents that will be used to further program and fundraising goals.
- Other duties as assigned

Qualifications:

Required:

- Bachelor's degree + 3 years of relevant experience.
- Strong verbal and written communication skills.
- Excellent interpersonal skills and ability to develop effective working relationships with a wide variety of individuals.
- Strong knowledge of Microsoft Office (Excel, Word & PowerPoint).
- Ability to use a wide array of web-based technology applications such as Google Suite, Salesforce, Dropbox, Asana, and others as needs evolve.
- Proven ability to manage multiple complex projects, be a self-starter, and work well under pressure.
- Willingness to travel and work on Hopi and Navajo Nations.
- Valid driver's license and access to reliable transportation.

Desired:

- Master's degree
- Experience in the nonprofit, housing, health, and/or community development fields.
- Navajo and/or Hopi language proficiency.
- Work well with geographically remote staff.
- Extensive knowledge of the principles and methods for community outreach, needs assessments, and nonprofit program development.
- Ability to work comfortably with Native people of different tribes.

Salary: \$50,000 - \$55,000 per year depending on experience

Benefits: Health Care stipend, PTO, Flex-Time, Continuing Education Stipend, (401k, Life Insurance to be rolled out in FY' 22).

Location: Flagstaff, Arizona

Terms: Salaried at 40/hrs. per week (Overtime Exempt)

To Apply: Email cover letter and resume to joe@redfeather.org

Red Feather Development Group is an equal opportunity employer. All qualified applicants will receive consideration for employment regardless of race, color, creed, tribal affiliation, religion, national origin, sex, sexual orientation, gender identity, age, marital status, disability, or status as a veteran, disabled veteran, or Vietnam era veteran in accordance with applicable federal and state statutes and regulation