



National Indian Youth Council, Inc.
318 Elm Street SE, Albuquerque, New Mexico, 87102
Telephone: 505.247.2251 Fax: 505.672.7778

TITLE OF POSITION: Director of Programs and Development
CLASSIFICATION: Regular, Full Time, Exempt
SUPERVISION: Executive Director
LOCATION: NIYC's Albuquerque Offices
SALARY: \$60,000 to \$80,000

Reporting to, and in collaboration with, the NIYC Executive Director, the Director of Programs and Development will be responsible for the success of NIYC programs, ensuring seamless team management, program design and implementation, program delivery, and quality control and evaluation. S/he will work closely with the Executive Director to ensure that NIYC has the financial resources it needs to fulfill its mission through the development of diverse and sustained revenue streams and sources that meet the goals and objectives of the NIYC strategic plan. Additionally, in the absence of the Executive Director, s/he has authority to manage the day-to-day operations of NIYC.

This position is funded 20% through NIYC General Funds and 80% through NIYC's WIOA Workforce Grant.

NIYC COMMUNITY PROGRAMS & DEVELOPMENT (20%) The Director of Programs and Development (Director) works with the Executive Director to ensure that the organization has the revenue and funding streams necessary to fulfill NIYC's mission and vision as outlined in its organizational strategic plan. This includes assisting in fundraising, grantwriting, and other revenue generating activities. S/he will identify and cultivate donors and funders, and maintain healthy relationships with them. Additionally, s/he provides outreach and often fulfills a public relations role in addition to office-based work. S/he will assist with the development and maintenance of communications such as an annual report, development reports, the organizational website, social media, newsletters, and donor databases.

The Director will also develop new and implement existing NIYC community programming and projects. S/he will make sure all deliverables are completed in a timely fashion, that required reports, to funders and to the NIYC Board and other key stakeholders, are completed and submitted as required. S/he will be responsible for adhering to and complying with program budgets and ensuring funding is properly expended and accounted for.

NIYC'S WIOA PROGRAM (80%) The Director works closely with the Executive Director in the overall administration and oversight of all aspects of the NIYC's WIOA grant program.

The majority of the Director's time will be focused on coordinating and overseeing the daily program operations of all three (3) WIOA Field Offices and their program staff. As Director, s/he helps determine the goals, objectives, and performance targets for the overall WIOA program and each of the three field offices. S/he works collaboratively and conjointly with the other field office managers and monitors all field office program activities to ensure that the program services, mandatory progress and financial reporting, and data reporting requirements are being satisfactorily met and in a timely fashion.

S/he, at the direction of the Executive Director, supervises and manages all WIOA program staff and ensures that all NIYC policies are complied with, in addition to the federal Department of Labor's (DOL) WIOA program agreement, requirements, and all applicable regulations and policies. S/he recruits and interviews candidates for vacant WIOA positions in the Albuquerque and other Field Offices (in conjunction with the relevant Field Office Manager) and recommends final candidates to the Executive Director for hire.

S/he trains and evaluates WIOA program staff annually. In doing so, s/he determines field office program staff's objectives and performance measures and also ensures that field office staff receive appropriate career development and mentoring.

As Director, s/he, along with the Executive Director, develops the overall WIOA program budget. S/he is responsible for overseeing the field office budgets and to ensure that budgets are managed appropriately to keep costs on target, requesting modifications when, and if, needed, jointly with the Executive Director. S/he completes and submits all required WIOA financial reports for review and approval by the Executive Director, and submits them in a satisfactory and timely manner, meeting required deadlines.

S/he, and the Executive Director, are responsible for and encouraged to reach out to and develop linkages with relevant Native American and non-Native community service providers and other key stakeholders in the local and regional area, in order to form partnerships and collaborations that leverage NIYC resources while maximizing the programming services NIYC provides to its WIOA participants.

As Director, s/he is expected to collaborate with other WIOA Indian and Native American grantees in the region and at national events, as requested by the Division of Indian and Native American Programs/Department of Labor, and as approved by the Executive Director.

S/he, with the assistance of the MIS Specialist, maintains statistical data on customers and organization projects, collects and analyzes data, and prepares all WIOA required reports and presents them to the Executive Director for approval before submitting them to the funding agency.

S/he assists the Executive Director in the preparation and submission of all WIOA grant applications and requests for funding. In carrying out this task, s/he works closely with the Executive Director in the drafting of the required WIOA program strategic plan, completion of supporting documentation, and development of required budget documents.

Specific Duties

1. Writes grants for government, private foundations, and corporate funders.
2. Develop and organize fundraising events and activities.
3. Mail and online fundraising campaign development and oversight.
4. Maintains grant tracking spreadsheets.
5. Develops and cultivates potential funder/donor contacts.
6. Develops and implements new and existing community programs/projects.
7. Ensures program deliverables are completed in a timely manner.
8. Prepares and submits complete and timely reports to funders and to NIYC Board.

9. Outreach and Public Relations activities including newsletters, annual reports, social media, presentations, and other communications activities.
10. Works closely with the Executive Director in the drafting of and completion of all WIOA grant applications and requests for funding, submitting said requests on time, to the Department of Labor, only after final review and approval by the Executive Director.
11. Develops, plans, and provides for quality program services delivery by overseeing and collaborating with other WIOA Field Office Managers.
12. Prepares DOL WIOA Program required quarterly, bi-annual, and annual reports (financial, data/statistical, and narrative) for review and approval by executive Director, and then submits to funding source(s) on time.
13. Prepares and submits all NIYC requested/required program, personnel, and financial reports in a satisfactory and timely manner.
14. Collects, compiles, and provides current and relevant information on occupations, labor market, employment, and training opportunities for planning purposes and program service delivery.
15. Assures timely, qualitative and equitable services to all participants.
16. Provide fair and consistent supervision, training, and evaluations for all WIOA Field Office staff.
17. Assists in the hiring for vacant WIOA staff positions as directed.
18. Develops and maintains strong working relationships with employers and other community stakeholders for job development and placement.
19. Drafts and produces WIOA Program news articles for inclusion in NIYC newsletter.
20. Responsible for overall caseload management, case staffing, monitoring and follow ups at the WIOA Albuquerque Field Office.
21. Performs outreach, recruitment, and provides presentations on program services in the community at various organizations and community events.
22. Develops, maintains and uses a networking system within the local and regional area.
23. Develops, negotiates, and monitors worksite agreements and professional service contracts for the WIOA program.
24. Regularly meets with other WIOA Field Office Managers to coordinate and provide support in personnel issues, caseload management, recruitment, outreach services, training needs, etc., and to aid in program planning and improvement.
25. Collects, reviews and compiles participant data.
26. Prepares necessary participant paperwork and refers to proper office(s) for processing.
27. Researches, develops, and drafts written materials for participants, partners, and program staff.
28. Updates and maintains program forms and collateral materials.
29. Oversees post-termination follow-ups for the WIOA AFO.
30. Assists WIOA field offices in obtaining and disseminating information on training, schools, financial aid, etc.
31. Provides assistance in the application of grievance procedures per personnel policies, if and as needed, for WIOA field office staff.
32. Develops and delivers workshops for participants at AFO and other field offices as needed.
33. Other tasks as assigned.

QUALIFICATIONS

- Bachelors' degree in Business, Education, Career Development, Social Sciences, Psychology, or other related field is required. A Masters' degree is preferred.

- 5 or more years of nonprofit or organizational management/administration experience, including direct supervisory experience.
- Five (5) or more years related experience in development/fundraising including experience working with private, corporate, and government funders.
- Five (5) or more years working with Native Americans and Alaskan Native clientele.
- Ability to communicate effectively verbally and in writing. Ability to speak extemporaneously with audiences of different sizes.
- Demonstrated knowledge of performance measurement, program evaluation, and evidence-based decision making.
- Proven experience with fundraising campaigns (online, direct-mail) and grantwriting. Experience with fundraising event planning and sponsorships.
- Experience with donor databases such as Raiser's Edge and with grant tracking spreadsheets. Familiar with Mail Chimp, Constant Contacts, or other newsletter/publication drafting applications.
- Experience overseeing and implementing multiple programs and projects concurrently at the local, regional, and national levels.
- Experience with workforce development programs, employment and training programs.
- Experience collaborating with colleges, universities, and other educational institutions.
- Experience administering government, private, and corporate grants.
- Experience supervising and training employees.

Must have experience working with the Native American/Alaska Native Community.

Required travel: 25% (Required)

Benefits:

- Health insurance
- Dental insurance
- Vision insurance
- Retirement plan
- Paid time off
- Other

To Apply: Email a cover letter, resume, a 5-page writing sample, and 3 recommendation and/or reference contacts to:

Tina M. Farrenkopf, Executive Director at tfarrenkopf@niyc-alb.org