JOB TITLE: Language & Culture Program Manager

DATE WRITTEN: March 2023

FUNCTIONAL AREA: Language & Culture

DATE APPROVED: March 2023

REPORTS TO: Director of Programs

PREPARED BY: Jolyana Begay-Kroupa

GRADE: Full time - Exempt

SALARY: DOE

POSITION SUMMARY:
The Program Manager (PM) is responsible for all programmatic areas in the Language & Culture service program. The PIC Language & Culture Program is designed to revitalize and promote the longevity of tribal languages and cultural teachings, customs and practices. This position will be responsible for assuring all contractual deliverables and requirements are fully completed in a professional and timely manner, effectively communicating with project officers, providing daily financial approval and oversight, writing quarterly and other reports as required and supervising subordinate staff. The Program Manager reports to the Director of Programs. The Program Manager administers funding compliance as described in pre-approved project plans and budgets. They must be able to adapt to a continually evolving environment and thrive in a deadline-oriented workplace.

MAJOR FUNCTIONS:
Manager’s role includes, but is not limited to:

• Oversee planning to ensure activities will produce the stated outcomes of the project
• Oversee project needs including project funding, staffing, professional development and support activities.
• Assure all organization financial, travel, human resources and policies are adhered to appropriately and in a timely manner
• Develop and utilize forward-looking programs and program improvement systems to create strong, long-lasting projects for the Center
• Provide input into improving agency operations and business plans as requested
• Provide staff with excellent, high level supervision skills
• Monitor and approve budget requests by program staff, following all organizational and funding policies
• Oversee all data entry, assuring consistency in data as required in the service area
• Oversee all evaluation processes, assuring all steps are implemented as prescribed
• Provide compiled data and necessary information for proposal writing
• Serve as a member of the program management team, meeting weekly for coordination
• Provide input on policy development as a member of the management team
• Team member who collaborates in developing short-, medium-, and long-term plans
• Represent the company at meetings and to partners as necessary
• Remain up to date on effective practices in the field of the service area, including knowledge on state and federal law regarding nonprofit operations
• Ensure implementation of funding and project plans occur with strong attention to detail, timeliness, accuracy, and usefulness for management reporting for federal and state funders, foundations, and PIC Board of Directors
• Prepare documents for reporting both for a monthly, quarterly and annual system
• Coordinate all service area activities and as agency liaison for project evaluators
• Review evaluation and service area results to implement a continual program improvement model to restructure when necessary to constantly be leading towards high level positive outcomes
• Provide strategic and technical planning to meet the organization's objectives.
• Other duties as assigned

MINIMUM QUALIFICATIONS:

• Bachelor's Degree plus four years of high-level management experience or any equivalent combination of degree plus experience
• Demonstrated experience in a senior management role, working closely with executive staff, resulting in the development and implementation of creative effective organizational and programmatic strategies.
• Significant experience in or knowledge of non-profit programs and systems including sophisticated fund, compliance, and reporting
• Excellent supervisory and team member motivation skills
• Demonstrated leadership ability, team management, and interpersonal skills
• Excellent analytical and abstract reasoning skills, plus excellent organization skills.
• Excellent communication skills – written and oral
• Strong experience in working with the American Indian population
• Demonstration of excellent MS Office skills
• Knowledge of drug/alcohol prevention and suicide prevention a plus but not required
• Work is performed in an office environment and requires the ability to operate standard office equipment and keyboards. Must have the ability to lift and/or carry small parcels, packages and other items with a minimum weight of 25lbs, to walk short distances, and drive a vehicle when necessary

WORK EXPERIENCE/SKILLS REQUIREMENT:
The Program Manager will be a seasoned and mature leader with at least four years’ management experience, ideally organized around managing several projects and fund sources simultaneously, providing skilled project management tasks including staff supervisions, planning and managing objectives in a results-oriented environment. This experience should also include strong knowledge of program evaluation, use of data for program improvement and internal processes resulting in an actionable recommendation to senior leadership. They will ideally have experience creating strong programming and processes for a complex nonprofit with multiple funding sources including government (federal and state contracts), foundation and an affiliates structure with diverse program areas.

PREFERENCE:
In accordance with the Indian Preference Regulations, preference is given to American Indians. To claim American Indian preference a copy of tribal affiliation must be submitted with a full application packet. A full application packet consists of letter of application, resume and supplemental information form.

Note - All staff requirement:

• Must have or able to obtain a State of Arizona Department of Public Safety Fingerprint Clearance Card within 90 days
• Dependable transportation, valid driver’s license, and automobile insurance coverage in compliance with Center requirements