



POTLATCH FUND

INSPIRING THE NATIVE TRADITION OF GIVING

Position Description

Program Manager, Capacity Building Program

<i>Office Location</i>	Primary Location: Spokane, WA in the Philanthropy Center Secondary Location: Seattle, WA in the Potlatch Fund office
<i>Reports to</i>	Supervisor: Program Director, Capacity Building Secondary: Executive Director
<i>FLSA Status</i>	Full-time, exempt
<i>Position Summary</i>	As Program Manager, you develop, plan, coordinate, and organize the Capacity Building program and its training and technical assistance activities. You provide a strong leadership position and utilize management skills in program tasks. You carry out important operational duties in budgeting and resource allocation procedures, ensuring strategic plan goals are met in a timely manner, and ensuring implementation of policies, procedures, and processes. The Program Manager is expected to find innovative ways to resolve problems and maintain continuous quality improvement protocols for all program activities. This position is located in the Philanthropy Center in Spokane, WA and the work is done with support and coordination from Empire Health Foundation.

Essential Duties and Responsibilities

Capacity Building (93%)

- Daily program management throughout the program life cycle.
- Define the program controls with the Program Director.
- Plan the overall program with activities and monitoring the progress.
- Track and manage each project's budget, alignment with program budget, and discuss projections as well as expenditures for events, travel, consultants, and other related needs with Program Director.
- Manage risks and issues and taking corrective measurements.
- Coordinate the Capacity Building projects and their interdependencies.
- Manage and utilize resources across projects.

- Manage stakeholders' communication (cohorts, grantees, Program Director).
- Align the deliverables (outputs) to the program's strategic plan "outcomes" with the aid of the Program Director.
- Manage, edit, and develop the main program documentations such as the program initiation documents (cohort handbook, MOAs, training workbooks, etc.), email templates, and training documents.
- Lead the delivery and administration of Capacity Building trainings and technical assistance.
- Lead the design and editing of Capacity Building curricula in Nonprofit Management and Native Art Small Business; to include webinar content, activities, worksheets and/or workbooks, study guides, and agendas.
- Collaborate with Program Director to edit and adapt curricula to audience as needed; submit recommendations and content to Program Director for review, feedback, and approval.
- Recommend and recruit Potlatch Fund grantees to participate in cohorts.
- Work with the Program Director and Communications Manager to develop and implement a marketing strategy that promotes fee-for-service training opportunities.
- Write articles promoting Capacity Building for the monthly e-newsletter.
- Develop Capacity Building program evaluation documents, collect and analyze data, and report results.
- Schedule and organize meetings, events, and convenings, including developing and managing the agenda.
- Engage and build collaborative relationships with local Native-led nonprofits and raise awareness of Native-led nonprofits in the greater Spokane region.
- Evaluate and advance alignment between Potlatch Fund and Empire Health Foundation (EHF) work in order to build more opportunities to assist Tribes and Native nonprofits. This may include assisting with attracting more funding through providing technical assistance and utilizing EHF's grant writer assistance funds.
- Share with the Empire Health Foundation team the work of Potlatch Fund and its grantees in the region.
- Increase Potlatch Fund's visibility and presence in the greater Spokane region.
- Other duties as assigned.

Administration (5%)

- Support the Development Team and the Executive Director with writing grant proposals and applications, as needed.
- Work closely and regularly meet with EHF leadership team to assess programmatic opportunities.
- Provide writing support by drafting or editing board reports, funder reports, newsletter articles, and white papers, as needed.
- Implement aspects of the organization's strategic plan relevant to Capacity Building and the responsibilities of this position.
- Represent Potlatch Fund at events, training activities, meetings, conferences, and presentations. This includes, but is not limited to, trainings, public speaking, meeting facilitation, and event coordination.

- Participate in one Grant Review Committee annually.
- Ensure implementation of policies and practices.
- Submit data to Program Director on Program activities for written reports provided to the Executive Director, the Board of Directors, and funders.
- Respond to essential questions about Potlatch Fund's grant programs.
- Assist the Program Director and Executive Director with special project activities.
- Perform other duties as needed.

Fundraising/Gala (2%)

- Support annual fundraising Gala.

Knowledge, Skills, Abilities, and Experience

- Proficient knowledge and handling of project and program management methodology and techniques, including time management.
- Proficient knowledge of finance, accounting, budgeting, resource allocation, and cost control procedures.
- Proficient knowledge and methodology of curriculum development. teaching and training adult participants.
- Proficient knowledge of communication principles, media, and marketing techniques.
- Strong strategic leadership and management skills.
- Strong critical thinking skills to make administrative/procedural decisions and judgments.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community as well as able to use a variety of communication platforms.
- Strong and advanced technical writing and editorial skills.
- Ability to negotiate to seek conflict resolution by finding win-win scenarios for all involved.
- Ability to coordinate and schedule projects activities according to Capacity Building's program needs including meetings, convenings, and special events.
- Ability to gather and analyze statistical data and generate reports.
- Ability to explore opportunities for innovation, collaboration, and continuous improvement.
- Ability to flourish, with humor, in a fast-paced, rapidly growing non-profit foundation and community-based leadership development organization.
- Experience convening and building consensus with Native or diverse groups.
- Experience developing and making public presentations, and facilitating meetings.

Requirements

- Master's degree from an accredited college or university OR
 - Bachelor's degree from an accredited college or university with 3-5 years experience working as a Program Manager OR Project Manager.
- Preference given to those who have experience working in a 501(c)(3) non-profit or philanthropic organization.
- Experience working with Tribal communities or diverse communities preferred.
- Experience in managing, delegating and working with staff and volunteers.

- Knowledge of budgeting, bookkeeping and reporting using financial statements.
- Knowledge of and experience in fundraising, database management, and/or grant writing.
- A minimum of 3-5 years training or teaching experience (adult learners), including curriculum development with training hours development, and scheduling.
- Proficient in MS Office and use of PC-based computers with MS operating system platform.
- Ability to travel extensively throughout the Northwest, with some potential travel outside the region.
- Must have a valid driver's license, personal insurance and access to a reliable vehicle.
- Must be available to work a flexible schedule, which includes some evenings and weekends, as requested by the Project Director or Executive Director.

Working Conditions

- Must be able to lift and carry 30 pounds and be capable of standing for one hour or more as physically required by the demanding travel and training schedule.
- Must be able to travel for multiple, consecutive days.