

POSITION DESCRIPTION

Director of Programs

NATIVE AMERICAN FISH AND WILDLIFE SOCIETY

INTRODUCTION

The Director of Programs (DP) serves as a trusted advisor under the direct supervision of the Executive Director (ED) to advance the mission of the Native American Fish and Wildlife Society (NAFWS) by providing leadership, strategic direction, guidance and supervision to NAFWS' initiatives and programs. This is a supervisory position.

The DP will be responsible for conducting business in a manner that coincides with the Articles of Incorporation, Strategic Plan, Code of Ethics and other regulations, policies, and procedures of NAFWS.

The DP will frequently be involved in situations that are very complex and highly sensitive and is expected to conduct themselves in a professional manner at all times, and to seek guidance and direction on issues from the NAFWS Executive Director.

DUTIES

Primary duties include:

- Coordinates strategic projects, partnerships, and services with the rest of the team on behalf of the ED.
- Coordinates daily operations-level functions related to human resources, technical assistance, program delivery and membership services.
- Works behind the scenes to solve problems, mediate disputes, and deal with issues before they are brought to the ED.
- Provides independent leadership for ED-initiated projects and supervision for staff to complete program goals and objectives.
- Develops budgets and ensures compliance with funding organizations. Works with ED and accountants to ensure compliance with NAFWS, federal and granting financial requirements.
- In cooperation with the ED, develops, implements and tracks annual operations plans.
- Provides effective supervision and leadership for staff members, including goal-setting and performance reviews in alignment with NAFWS' Strategic Plans/Annual operations plans and initiatives.
- Other duties as assigned.

KNOWLEDGE/SKILLS/ABILITIES:

- Bachelor's degree is required. Education in natural resources, fish and wildlife management, business management or a related field preferred.
- Specialized knowledge: knowledge of human resources, communication and tribal fish and wildlife issues.
- Working knowledge of Tribal governments, treaties, agreements, policies, and sensitive issues associated with the management of fish and wildlife resources.

- Skill in oral and written communications, and ability to deal effectively with personnel from all levels of Tribal, Federal, and State governments, academia, special interest groups and the general public.
- Indian/Native Alaskan employment preference. As provided in the NAFWS Guide to Personnel Management and as authorized by federal law, the NAFWS will provide an employment preference to applicants who are enrolled members of a federally recognized Indian tribe or an Alaskan village.
- Veteran employment preference. As provided in the NAFWS Guide to Personnel Management and as authorized by federal law, the NAFWS will provide an employment preference to applicants who are veterans of the U.S. Armed Services.
- Pre-requisite to receiving employment preference. An applicant shall only receive the employment preference(s) if they demonstrate they possess the education and experience qualifications set forth herein.

SUPERVISION RECEIVED

- The applicant is under the direct supervision of the NAFWS Executive Director.

SUPERVISORY RESPONSIBILITIES

- This is a supervisor position with primary supervisory responsibility for NAFWS staff designated by the Executive Director.

COMPLEXITY

- Applicant's tasks involve working with and through many different groups with a wide diversity of interests to achieve the overall mission and goals of the NAFWS.
- Applicant must be able to work effectively with the NAFWS membership and assist them with issues or concerns
- All duties and actions of the applicant must be carried out in a manner that maintains harmonious working relations with the various interest groups.

PERSONAL CONTACTS

- Internal contact with NAFWS membership, staff and Board of Directors occurs on a regular basis. Other contacts with various Tribal, federal and state agencies and nongovernmental organizations will be on a frequent basis.

PHYSICAL DEMANDS

- This position requires a significant amount of travel which can be very demanding. The majority of work time will be spent in an office environment and includes standard demands associated with this setting. Minimal lifting of office equipment, supplies and other work office environment items may be required. A minimum of 20 pounds may be required to be lifted. The incumbent must demonstrate flexibility and self-motivation. The incumbent must be able to perform physical activities associated with fisheries and wildlife activities.

WORK ENVIRONMENT

- The DP's duty station will be located at the NAFWS' main office in the Denver area unless negotiation with the ED. The majority of work is performed in an office setting. Field work usually

consists of travel (up to 20%) to various regions or metropolitan areas for meetings and presentations. Some discomfort may be encountered when exposed to extremes of heat, cold or inclement weather.

EMPLOYMENT REQUIREMENTS

The Native American Fish and Wildlife Society is an Equal Opportunity Employer and does not discriminate in any personnel practice. As provided in federal law, the NAFWS does provide employment preferences for Native Americans and veterans of U.S. Armed Services.

Incumbent will be subject to a pre-employment background check and reference checks. Must possess a valid Driver's license.

Will be required to serve a 90-day probation period.