



Program Manager, Native Cultures Fund

JOB DESCRIPTION

December 2024

Location:	Bayside, CA; with routine hybrid work structures
Department:	Programs & Community Solutions
Reports to:	Senior Program Officer, Native Cultures Fund
Time Commitment:	Full-time M-F 8:30a-5p, may include weekend or after hours work as needed.
Status; Level:	Regular, Non-exempt: Program Manager
Compensation:	\$24.75 - \$27.75/hour, depending on experience, plus health benefits, retirement benefits, paid holidays and sick time; \$31.00/hour expected at 1 year of tenure.

About Humboldt Area Foundation+Wild Rivers Community Foundation

Humboldt Area Foundation+Wild Rivers Community Foundation (HAF+WRCF) serve the residents of Humboldt, Del Norte, and Trinity counties in California, and Curry County in Oregon, including the unceded lands of many Indigenous peoples and 18 Indigenous Tribal Groups. We acknowledge and recognize these Peoples and the federally and non-federally recognized nations that represent them.

The Northern California and Southern Oregon region is made up of 200,000 residents in over 10,000 square miles of land and while culturally and environmentally rich, this region continues to be economically disadvantaged. Founded in 1972, Humboldt Area Foundation strives to play a unique role, encouraging individuals, organizations, and companies to fund important community activities in support of common goals.

In 2020, HAF+WRCF adopted a generational vision of a Thriving, Just, Healthy, and Equitable Region. This vision is implemented through four decade-long goals of increasing Racial Equity, Thriving Youth and Families, Healthy Ecosystems and Environments, and a Just Economy. Supporting vulnerable communities is at the heart and action of HAF+WRCF, and for over two decades HAF+WRCF has intentionally focused resources toward historically underserved populations, unheard voices, and those who experience the highest rates of disparities.

HAF+WRCF implements a holistic toolkit of services to ensure we are supporting community needs. This includes capacity building, advocacy and policy work, networking, leadership training, impact investing, community co-design, and leveraging funds, as well as providing grants and scholarships and managing programs and initiatives. Key programs and initiatives include the Native Cultures Fund, Equity Alliance of the North Coast, the Redwood Region Climate and Community Resilience Hub and the Klamath River Restoration Fund. It also deploys emergency response, recovery, and resilience funding and regranting through its innovative Community Response Team. In addition, HAF+WRCF provides high quality charitable giving services to individuals, families and businesses and develops deep relationships with financial and professional advisors and provides them with resources to help their clients with planned giving.

About Native Cultures Fund

Native Cultures Fund (NCF) is a 25-year collaboration between Native cultural leaders in Northern California and philanthropy to support the cultural revitalization, reclamation, and healing of Indigenous California lifeways, teachings, traditional arts, and intergenerational transmission of knowledge. The program looks to cultural leaders to help provide guidance and leadership in developing ongoing strategies and priorities for the fund and in partnership with staff who are employing a decolonization lens. NCF is an affiliate program of the HAF+WRCF and benefits from additional philanthropic support and partnerships from foundations, such as the Hewlett Foundation and individual donors who wish to promote Native leadership and culture.

NCF offers cultural grant programs, scholarships for California Native students active in cultural revitalization and Indigenous language revitalization, services to Native-led organizations and communities through one-on-one consulting, grant-writing assistance, and networking opportunities within philanthropy, advocacy around Indigenous issues, and gatherings to support the cultural momentum of California Native leaders to challenge the problems that face their communities.

NCF's approach to philanthropy is grounded in multi-generational relationships and our work includes a commitment to Native-led distribution of resources, centering cultural leadership, and a definition of culture that encompasses all of the lifeways and systems of knowledge that Native people are protecting and developing in the aftermath of genocide.

Job Description Summary

As a member of the Native Cultures Fund team the Program Manager manages, supports, and monitors the work of the NCF including work plans, budgets, projects and other operational activities and administration support, ensuring these tasks are completed to foundation standards. The Program Manager is a liaison between teams, facilitating communication and coordinating inter-team processes. Additionally, manages or provides input on at least one program budget, and is responsible for grantee reporting.

This role is in service to cultural revitalization of the cultural communities across the service region of NCF. The NCF team braids HAF+WRCF organizational resources — from grant making, to scholarships, to community engagement and technical assistance — to ensure the greatest impact and support the reclamation and healing of California's first peoples and HAF+WRCF goals.

The ideal candidate will be highly organized with an emphasis on attention to detail, cultural humility, respect for sensitive information and confidentiality, and have an ability to ask good questions to complete tasks with a high level of independence. This individual will be able to take direction from multiple staff members, prioritize dynamic workloads, provide excellent customer service, propose solutions, communicate effectively, and work collaboratively across the team and organization.

Essential Functions & Job Duties

Manage day-to-day program operations, execution and coordination for NCF including:

- Tending to community relationships to allow NCF to grow in a good and nurturing way.
- Providing customer and administrative support to potential applicants, grantees, committees, and community.
- Manage the monitoring and tracking of budgets, work plans, and projects.
- Coordinate and support outreach, communications, and community engagement including NCF's social media, website, and email communications.
- Assist in brainstorming, design, and execution of new projects that range across NCF activities.

- Manage deliverables, required resources, work plan, and timing for new NCF projects.
- Coordinate project alignment between NCF and other HAF+WRCF programs.
- Work with the NCF team to identify risks and opportunities across multiple projects.
- Assist the NCF team in identifying risks and opportunities for the NCF program.
- Assist the NCF team to ensure effective collaboration related to measurement and evaluation.
- Assist the NCF team with ensuring objectives are met and project design and deployment prioritizes equity and is consistent with NCF and the Foundation's goals and missions.
- Manage a regranting program including ensuring applications and review systems are updated and user friendly, overseeing the admin of the application process from beginning to end, coordination of notifications, and supporting review committees.
- Collaborate and coordinate with HAF+WRCF cross-functional teams - including Advancement & Philanthropic Innovations, Marketing & Communications, and Programs & Community Partnerships to ensure productive use of time, communications, and work plan activities are accomplished.
- May supervise other staff, interns, or volunteers.

Administrative and logistical support for NCF, within structured deadlines to help coordinate meetings, agendas, scheduling, coordination, task assignment follow-up, and debriefing.

- Maintain confidentiality and practice diplomacy in a variety of situations.
- Maintain the capacity to be flexible, proactive, diligent, and thorough as projects and assignments will vary.
- Develop and maintain operational documentation and materials, data entry, and organize filing systems.
- Attend meetings and capture input, recommendations, dialogue highlights, and next steps.
- Prepare materials to support NCF's range of activities and engagements, both internally and externally.
- Utilize, update, and generate reports in constituent databases.
- Update and create new procedures as needed.
- Analyze, evaluate projects, and produce reports for programmatic review.
- Support NCF team in conducting background research and analysis on key trends and developments relevant to field specific research related to cultural revitalization, reclamation, and healing of Native peoples and strategy areas of the Foundation.
- Identify key requirements and resources needed from cross-functional teams and external partners; obtain resources as identified.
- Arrange interpretative/translation services, accessibility equipment, and childcare services as needed.

Team, Organizational and Administrative Support and Participation

- Administrative support for NCF Senior Program Officer(s).
- Reconcile team credit card statements each month.
- Participate in team meetings and team building efforts.
- Participate in all staff meetings, activities and trainings.
- Contribute to HAF+WRCF's strategic goal areas and the Programs & Community Partnerships Department portfolios.
- Provide coverage for other NCF Team needs as they arise.

Minimum Qualifications

- An understanding of and an ability to communicate about cultural revitalization and revival, community resiliency, Indigenous excellence and inequities on a community or at a structural level.
- 3 years of experience working in project management or complex administrative support role, or equivalent, that has provided the individual with the knowledge, abilities, and skills listed below:

Knowledge, Skills, and Abilities

- Knowledge and lived experience in Native cultural revitalization efforts in California.
- Ability to communicate effectively with a diverse population, is able to establish and maintain working relationships with individuals from diverse backgrounds and across Tribal communities and has demonstrated sensitivity to cross-cultural and intertribal perspectives and experiences.
- Maintains confidentiality and protects sensitive information in accordance with organizational standards and Indigenous protocols.
- Ability to provide excellent customer service – has experience working with a diverse public in a welcoming, friendly, and helpful manner, and handles interactions with kindness and respect.
- Illustrates strong written and verbal communications skills including written correspondence etiquette for a business setting and Indigenous etiquette.
- Demonstrates willingness to collaborate in team building and community building conversations.
- Ability to work independently as well as an effective part of a team; takes initiative, forwards ideas, and implements work, asks questions when necessary, identifies issues, proposes solutions and next steps, and collaborates in problem-solving.
- Works independently, with a sense of urgency when needed, with self-direction and with owning appropriate leadership responsibilities in the organization.
- Effective and efficient time management skills and techniques for work in a fast-paced environment where it is important to prioritize and organize workloads to meet multiple duties and deadlines.
- Ability to be flexible and able to adapt to short and long-term shifts in job duties as the work of the organization changes as it continuously seeks to have greater impact.
- Experience with project management; has the ability to create and execute successful budgets and work plans based on ideas to achieve specific strategic and tactical outcomes.
- Ability to research, interpret, and analyze a variety of information sources, including technical information.
- Performs work with a high level of accuracy and an eye for detail; able to identify and correct mistakes.
- Provides excellent internal and external communications.
- Demonstrated ability to receive and incorporate feedback and direction effectively.
- Willingness to follow existing policies and procedures and ability to learn, adapt to, and track new systems and procedures.
- Proficiency and comfort executing intermediate level functions with Microsoft Office suite (OneNote, Power Point, Word, Excel) or similar programs such as Google Docs / Google Drive.
- Experience with and comfort using office equipment such as computers, phones, printers, etc.
- Ability to work the hours required for this position and punctual and dependable.
- Ability to be covered under HAF's auto insurance or has access to stable transportation in order to work on site, travel, and attend meetings and events within a four-county region.

Preferred Qualifications

- Experience working with diverse communities.
- Bi-/multi-lingual proficiency in California Indigenous languages.
- Experience with community-based or collaborative organizing, problem-solving, facilitation.
- Familiarity with non-profit organizations, foundations, and the field of philanthropy.
- Experience in meeting facilitation and program implementation.
- Experience supervising and mentoring staff.
- Proficiency with database programs, website management platforms, listserv, and reservation platforms.
- Knowledge of and comfort with graphic design tools, social media, and public outreach best practices.
- Ability to travel, sometimes overnight, to engage in community work.

Physical & Mental Requirements of the Job

Work is primarily performed in community, from home, and in formal office settings. Hand-eye coordination and fine motor skills are necessary to operate computers and various types of office machinery. All of the job functions listed above involve, to a greater or lesser degree, the following physical demands: close vision, clear speech and lifting of up to 20 pounds.

Humboldt Area Foundation+Wild River Community Foundation (HAF+WRCF) is an equal opportunity employer and make employment decisions on the basis of merit and without regard to race, religions creed, color, age, sex, sexual orientation, gender identity, genetic information, national origin, religion, marital status, medical condition, disability, military service, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state, or local laws or ordinances.

Humboldt Area Foundation+Wild River Community Foundation and our affiliates are committed to diversity throughout our programs, environment, and workforce. It is our mission to “promote and encourage generosity, leadership, and inclusion to strengthen our communities” and our belief that taking active and intentional steps to ensure equal employment opportunity and creating a working environment that is welcoming to all, will foster diversity and promote excellence in our work. To effectively serve a growing diverse population we endeavor to hire and retain staff who are sensitive to and knowledgeable of the needs of the continually changing communities we serve.

Employee’s Signature

Supervisor’s Signature

Date: _____

Date: _____