

Program Development Manager
Position Description

Position: Program Development Manager

Full Time (exempt)

Work for this position will take place primarily at our office in Albuquerque, NM during the hours of 8:00 am - 5:00 pm Monday through Friday, with the possibility of working remote after training. May include some evenings and weekends when needed. Position may include travel outside of the office for appointments, meetings, and program development activities.

Salary and Benefits

- Salary range: \$55,000 - \$65,000
- Benefits:
 - 12 paid holidays
 - 13 paid vacation days per year to start
 - 19.5 paid time off (PTO) days per year
 - Simple IRA enrollment with matching contribution of up to 2% of salary after 6 months of employment.
 - 100% NICOA-paid benefits, including health insurance, dental, vision, long term disability, short term disability, accidental death & dismemberment, and life insurance programs available.
 - Allowance for remote work with approval.

Purpose

The National Indian Council on Aging (NICOA) is a 501(c)(3) nonprofit corporation founded in 1976 by members of the National Tribal Chairmen's Association who called for a national organization focused on the needs of aging American Indian and Alaska Native elders. The mission of NICOA is to advocate for improved comprehensive health, social services and economic well-being for American Indian and Alaska Native elders.

NICOA's mission is to 1) enhance communications and cooperation with community service providers and other aging organizations that represent and advocate for American Indian and Alaska Native elders, (2) disseminate information and technical assistance to American Indian and Alaska Native communities to improve health care for elders, (3) intercede with appropriate agencies to maximize resources and increase the efficiency and effectiveness of service delivery systems for elders, (4) provide information, reports and expert testimony requested by Tribal Nations and the U.S. Congress, and (5) serve as a national clearinghouse for issues affecting American Indian and Alaska Native elders.

The National Indian Council on Aging seeks a **Program Development Manager** to manage program development activities for NICOA operations including grants. The **Program Development Manager** will manage the NICOA team's development of grant proposals and

reports, will help grow and strengthen relationships with key stakeholders, and will assist NICOA team members with program development.

Reporting Relationships

- The **Program Development Manager** will report directly to the Executive Director
- The Program Development Manager will manage Grant Writers and Grant Contractors.

Responsibilities

- Grants Management (50%)
 - Oversee NICOA contractor's strategy for sustainably growing NICOA's grant program.
 - Work with NICOA contractors and staff to identify funding opportunities to support NICOA programs.
 - Oversee a calendar of grant submissions and prospective funders.
 - Work with NICOA contractors and staff to develop grant budgets and narratives for submission.
 - Manage submission process, including maintaining account login information and keeping digital records of submissions and award timelines.
 - Work with NICOA contractors and staff to monitor and report on awards.
 - Represent NICOA in meetings with grantors as a proxy for the Executive Director when delegated to do so.
 - Manage relationships with NICOA's key partners
 - Maintain grants database.
- Fundraising Strategy Development (30%)
 - Develop a strategic annual development plan aimed at increasing organizational capacity and ensuring long-term growth and sustainability.
 - Provide support and guidance to Board committees.
 - Report on program development activities at Board meetings.
 - Work with marketing and fundraising contractors to develop/organize campaign and fundraising materials and events.
 - Collaborate with NICOA team to plan donor cultivation and stewardship activities and strategies.
 - Manage and communicate with NICOA's portfolio of donors.
- Policy research and development (15%)
- Other Assigned Duties (5%)

Preferred Qualifications

- Two- or four-year degree preferred.
- Three or more years in a professional role is strongly preferred.
- Familiarity with nonprofit operations strongly preferred.
- Ability to work independently while managing multiple projects and deadlines.
- Strong interpersonal communication skills.
- Strong writing and editing skills.

- Commitment to embracing diversity, equity and inclusion.
- Preference given to Native American & Alaskan Natives.
- An understanding of or work within the Native American culture.
- Familiarity with software and programs including: TEAMS, Zoom, google-suite, microsoft office suite, including excel and powerpoint.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Please send resume and cover letter to:

Cheryl Archibald, HR Director, carchibald@nicoa.org

Jeannine White, Finance Director, jwhite@nicoa.org