



American Indian Science & Engineering Society ***POSITION DESCRIPTION***

POSITION: Program and Development Officer

SUPERVISED BY: Primary: Director of Special Projects and Research & Secondary: Director of Business and Program Development

STATUS: Regular, Full-Time

CLASSIFICATION: Exempt

POSITION PAY RANGE: \$45,000 - \$55,000

POSITION LOCATION: AISES Colorado Field Office, Longmont, CO

POSITION SUMMARY: The Program and Development Officer reports directly to the Director of Special Projects and Research, and works closely with the Director of Business and Program Development, the CEO, the Director of Membership, and the Chief IT Officer. The Program and Development Officer is primarily responsible for assisting in the development of and managing all aspects of AISES' programs and projects.

The Program and Development Officer is required to work within the specified parameters of grant funded programs and projects and in accordance with AISES policies and procedures. Primary duties focus on administering all program related activities including the management of program deliverables and budgets within the department.

The Program and Development Officer provides a high level of service in the delivery of AISES pre-college, higher education, and professional programs. In addition to managing and administering the established program activities, this position will also work with the Directors to identify new grant opportunities, opportunities for growth or expansion of existing efforts, and opportunities to connect existing work to broader initiatives and communities.

The Program and Development Officer is responsible for ensuring all program and project related financial and budget procedures, systems, and reporting are consistent with AISES' financial management procedures and meet the requirements of funders and partners. The Officer is expected to work in close collaboration with the finance department to ensure accurate accounting for program, project, and grant-related income and expenditures. This requires the facilitation of extensive communication with grantees, funders, and organizational partners throughout the specified program and/or project grant periods.

ESSENTIAL FUNCTION/RESPONSIBILITIES

- Administration of program related activities including planning, outreach and recruitment, delivery, and reporting for projects including but not limited to: Scholarships, Internships, Science Fair, Science Bowl, Robotics, Student Research, and Power-Ups.

- Monitor grant-funded projects and develops required grant reports to ensure funding requirements are met.
- Contribute to the development of program and event content (i.e. webinars, conference sessions, curriculum, etc.)
- Where AISES awards funds to sub-grantees, develop and implement grantee technical assistance plans, coordinate, and provide training and technical assistance by phone, through site visits, at conferences and through on-site and off-site trainings and workshops.
- Estimate the resources and participants needed to achieve project goals.
- When necessary, work with consultants/contract staff in implementing their role in programs and projects.
- Responsible for the reports on program, project, and grant performance for use within AISES and for strategic planning purposes.
- Build, develop, and grow any business relationships vital to the success of projects.
- Assist in financial planning for all grant applications and proposals.
- Assist in the drafting and submission of proposals as necessary.
- Help to develop and maintain the AISES Database.
- Create and maintain relationships with program liaisons, program participants, and project stakeholders on an ongoing basis.
- Participate in cross-functional teams to plan and deliver annual events.
- Advocate for American Indians, Alaska Natives, and Native Hawaiians in pursuing educational and career goals.
- Assist in the design, implementation and analysis of program and project evaluations; troubleshoots problem areas.
- Other duties as assigned.
- The position requires moderate travel.

QUALIFICATIONS

- BA or BS is required, a Master's degree or 2-4 years of progressive experience in a similar capacity is preferred.
- Experience in managing and developing grants, budgets, and programs, including evaluation and reporting.
- Thorough understanding and sensitivity to Native American history and culture and an awareness of the role and importance of traditional culture in the contemporary Native community.
- Proficient in computer operations and use of software to include MS Office Suite (Excel, Word, PowerPoint & Access), online application management systems, communication tools/applications, social media tools, other databases, .html and software.
- Working with databases and other related tracking systems.

SKILLS, KNOWLEDGE & ABILITIES:

- Must have excellent communication (verbal and oral) and customer service skills for internal and external interactions, correspondences, and presentations.
- Must possess strong initiative and be results-oriented.
- Must be able to multitask and manage multiple on-going projects and deadlines.
- Must work well in a highly collaborative environment.
- Must be customer-focused and possess strong customer service skills.

- Demonstrated track record as a team-member and project leader.
- Demonstrated ability to meet deadlines.
- Must be enthusiastic, positive, tactful, mature, flexible, and creative.
- Must be detail orientated, resourceful, and well organized.
- Must be committed to incorporating appropriate quality control and customer service principles into all aspects of his/her work.
- Must have a high energy level; must have the physical ability to stand for long periods of time, lift up to 25 lbs.
- Requires periodic out of town travel, including AISES events.

Interested candidates must send cover letter, resume, and three professional references via email to: [Debbie Derryberry, Executive Assistant: dderryberry@aises.org](mailto:dderryberry@aises.org)

Position is opened until filled. AISES will begin reviewing resumes immediately.

To view this job announcement on the AISES website, go to: <http://www.aises.org/careers>