



## Intertribal Agriculture Council Position Description

### **Director of Programs**

**Location:** Billings, Montana

**Status:** Career

**Supervisor:** IAC Executive Director

**Salary:** DOE up to \$85,000/year

#### **Duties and Responsibilities:**

- Under the general supervision of the Executive Director, the Director of Programs is responsible for and has authority to conduct all projects, contracts and/or grants, and programs of the IAC. The Director of Programs provides supervision of all subordinate staff hired either temporarily or permanently and ensures compliance and accomplishment of program requirements.
- Detailed knowledge of present programs, contracts, projects, and/or grants include, but are not limited to: the American Indian Foods Program; the Tribal Technical Assistance Program; the Trademark Program; the CDFI Project; the IAC Scholarship; Membership Drive; and the Annual Membership Meeting.
- Work closely with the Executive Director to fulfill the plan of action or goals set by the Board of Directors or General Membership. Additionally the Director of Programs works closely with the Executive Director to secure future funding for programs and administrative costs.
- As supervisor, the Director of Programs is required to complete, in a timely and professional manner, all personnel and contracting documentation, performance reviews, and other requirements imposed by the Board of Directors or IAC contracting or granting agencies.

**Qualifications:**

- Requires a Baccalaureate or higher degree; 5 years work experience in grant administration; and 5 years experience in supervisory position(s). Experience managing remote staff in various duty stations is preferred. Agriculture, Natural Resource Management or related fields, are preferred.
- Requires demonstrable organization, compliance, and reporting skills through a combination of work experience and specific technical education.
- Requires the ability to work independently, take responsibility, and direct work crews; as well as also function smoothly in a team of professionals with differing educational fields and backgrounds to develop and implement mutual goals and approaches to problem solving in Indian Country.
- Requires working knowledge of Tribal operations, procedures and policies and knowledge of recent federal policies affecting both Indian communities and agricultural production. This knowledge must be at a level that will enable incumbent to provide leadership and supervision on Indian agriculture policies and programs.

**Special Considerations:**

- Position requires skill in written and oral communication, including formal presentations in small forums and large groups, ranging from Congressional Committees to large Indian gatherings. Special emphasis is placed on the Director of Programs ability to represent the IAC and its programs in a positive light to the public.
- Position requires approximately two weeks per month of out of town travel.
- Preference in hiring may be given to qualified individuals of Native American or Alaska Native descent.