

NACDC Financial Services, Inc.

EDA Build Back Better Project Director

SUMMARY

NACDC Financial Services' mission is to provide alternative financing opportunities for Native American entrepreneurs and small businesses in communities in and near Indian Reservations. NACDCFS is a member of the Mountain | Plains Regional Native CDFI Coalition and recipient of funding from the US Economic Development Administration (EDA) Build Back Better Regional Challenge to support the innovation ecosystem of the region's Indigenous Finance Industry. NACDC Financial Services is recruiting a Project Director to oversee this program. The project will invest in human capital through culturally relevant, recruitment and skills-based training programs, building the capacity of existing Native CDFI staff and creating a pipeline of qualified candidates ready to enter the Indigenous Finance Industry. Based on the Coalition's Holistic Framework, the proposed project will catalyze a range of impacts through strategically designed solutions. As the Indigenous Finance Industry continues to grow and develop, Native CDFIs explore, create, and refine equitable platforms to create access to capital and build assets within Native communities. As the project works to develop pools of qualified candidates for the Indigenous Finance Industry and other jobs in Native communities, the Coalition will simultaneously explore potential solutions for wrap-around services required by job candidates.

The Project Director is responsible for the overall management of the program, including coordinating with partners, overseeing project implementation, financial and administrative oversight, reporting, and monitoring and evaluation of the project.

POSITION SUMMARY

This position requires a detail-oriented, self-motivated director who is flexible, well-organized and able to communicate effectively in all formats. Under the direction of the Executive Director, the Project Director will work to create professional development opportunities to amplify the capacity of Coalition member organizations, unify shared action through codifying shared learning and procedures, and sustain generations through contributing to systems change work. In collaboration with the NACDCFS Financial Manager, the Project Director will oversee the programs budgets and financial health of grants/contracts. Working in conjunction with the Executive Director, develop strategies to optimize the grants management process to support the established goals of the EDA grant and NACDCFS Workforce and Professional Development Project.

SKILLS AND QUALIFICATIONS

1. Advanced degree (minimum, Bachelor's Degree) in a relevant field from an accredited college or university with at least four years successful, progressive experience in project management; a grants management function strongly preferred.
2. Experience managing, designing, implementing, and evaluating multi-year projects comprised of diverse stakeholders and partners.
3. Strong preference for candidates with expertise/experience in systems strengthening, service delivery, and human capacity development.

4. Demonstrated management and communication skills with a proven ability to prepare program documents and deliver presentations.
5. Excellent oral and written communication skills and the ability to communicate cross-culturally.

DUTIES OR RESPONSIBILITIES

1. Plan, direct, coordinate and lead activities of the Mountain | Plains Regional Native CDFI Coalition.
2. In collaboration with the NACDCFS Executive Director and Finance Officer, plan and facilitate project activities, contracting with vendors and/or professional experts as appropriate, tracking grant deliverables, ensuring budgets and timelines are met, and fulfilling reporting requirements.
3. Manages assigned projects to ensure adherence to budget, schedule and scope of project. Identify and communicate gaps or concerns in a timely manner, and proactively seek viable solutions.
4. Establishes and implements project communication plans and public outreach, providing status updates to Coalition members and stakeholders.
5. Working in conjunction with the Executive Director, develop strategies to optimize the grants management process supporting the Mountain | Plains Regional Native CDFI Coalition. A culturally relevant workforce development program will be developed and implemented to unify action and support the staffing needs of small businesses located within Native communities. In order to sustain generations, this project will also explore the feasibility of workforce wrap-around services that will be required to build and sustain a strong workforce. Furthermore, the project will create case studies and replicable models to scale this work across broader regions.
6. Over the life of the project, design and implement a skills development program for Native CDFI staff, design and implement a regional recruitment strategy, design and implement a regional workforce training program, and leverage partnerships to explore workforce wrap-around services.

TYPICAL WORKING CONDITIONS

- Travel is required.
- Starting Salary: \$40,000 - \$60,000+ DOE
- Remote work is acceptable.

To be considered for this position, submit a cover letter, resume, and three letters of recommendation to:

Project Director

c/o NACDC Financial Services Inc.

PO Box 3029

Browning, MT 59417-3029