



## Program Manager Job Description

**About Us:** The Native CDFI Network (NCN) is a nonprofit organization that formed as a coalition in 2009 to unify Native CDFIs serving Native trust land communities, American Indians, Alaska Natives, and Native Hawaiians. The Native CDFI Network works to ensure that Native peoples are represented in the national policy dialogue and innovative solutions created by CDFIs are spread throughout our Native communities. In addition, NCN is an emerging CDFI Intermediary focused on lending to Native CDFIs across Indian Country. The NCN CDFI Intermediary supports the growing capital needs of Native CDFIs by securing investment funds and offering low-cost, patient capital. As an emerging CDFI, NCN is a growing organization with ample opportunities for innovation and creativity.

**Overview:** The Program Manager for the Native CDFI Network, will play a critical role in advancing our mission by managing key programs and initiatives aimed at supporting Native CDFIs across the country. The Program Manager will work closely with NCN members, partners, and stakeholders to develop and implement strategies that promote financial inclusion, economic development, and community empowerment in Native communities.

### Key Responsibilities:

1. Implement programs aimed at enhancing the effectiveness and impact of Native CDFIs.
2. Monitor program activities, evaluate outcomes, and adjust strategies as needed to optimize results.
3. Coordinate with internal team and external partners to ensure timely delivery of project milestones, adherence to budgets, and effective allocation of resources.
4. Ensure grant reporting is complete and timely for several programs.
5. Assist in grant preparation and facilitate grant writing efforts with consultants.
6. Coordinate and deliver training sessions, workshops, webinars, and other educational resources to build the capacity of Native CDFIs in areas such as lending practices, financial management, governance, and compliance.
7. Work collaboratively with the leadership team to ensure alignment and integration of programmatic activities with NCN's mission and overall strategic goals and objectives.
8. Other tasks and projects assigned by the CEO and Chief Strategy Officer/National Program Director as required.

### Qualifications:

- Bachelor's degree preferred in business administration, economics, public administration, or a related field or 2+ years of experience in program management, community development, financial services, or a related field, with a demonstrated understanding of Native economic development issues and perspectives.
- Excellent project management skills with the ability to prioritize tasks, manage deadlines, execute multiple initiatives simultaneously, and adapt to changing priorities in a fast-paced environment.
- Effective communication skills, with the ability to effectively engage and collaborate with diverse stakeholders.

- Prior experience working for/with a Native CDFI and/or tribal economic development corporation.
- Practical knowledge and substantive experience on the topics of tribal community and economic development finance are highly desirable.
- Knowledge and/or experiences working in Native Communities
- Exceptional verbal and written communication skills.
- Proficiency in Microsoft Office Suite and project management software.
- Proven ability to work within a nonprofit framework and achieve the organization's objectives.
- Commitment to the mission and values of the Native CDFI Network and the communities we serve.

**Reports To:** Chief Strategy Officer/National Program Director

**Location:** Flexible (remote)

**Salary and Benefits:**

- Competitive salary commensurate with experience.
- Comprehensive benefits package including retirement savings plan and paid time off.
- Opportunities for professional development and growth within the organization.
- Remote work options available.

The Native CDFI Network is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, (including pregnancy, gender identity, and sexual orientation), national origin, citizenship, disability, military leave or veteran status, genetic information, or any other status protected by applicable federal, state, or local law.

**How to apply:**

Interested applicants should submit a resume, cover letter, and three professional references to [info@nativecdfi.net](mailto:info@nativecdfi.net). Applications will be reviewed on a rolling basis until the position is filled. Only shortlisted candidates will be contacted for interviews. Join us in making a meaningful impact in Native communities across the country!