

Title:Program ManagerStatus:Full-TimeReports to:Executive DirectorSalary:\$45-\$50k/DOQ

Dream of Wild Health (DWH) is seeking a Program Manager who will provide a strong sense of direction and leadership to program staff and ensure the implementation and success of youth and community programs. This individual plays an essential role in management and leadership, administration, coordination, communications, program evaluation, budgeting, writing and grant reporting. Programs consist of Native Youth Education & Leadership, Community Outreach and Education, and Indigenous Food Network, all of which are integrated with the Hugo farm. The ideal candidate has a strong passion for the Native American youth and community development. Please visit <a href="https://www.dreamofwildhealth.org">www.dreamofwildhealth.org</a> for more info about the organization.

## **Responsibilities & Expectations:**

- Work with the ED to build and maintain a positive organizational culture and high employee morale
- Collaborate with management team to ensure goals are set, monitored and obtained in alignment with the strategic direction of the organization
- Ensure program activities are consistent with mission, vision and cultural values
- Provide daily oversight and support to the team to ensure program goals and objectives are met
- Build and maintain collaborative relationships with community in alignment with the mission and vision
- Communicate with families and community regarding program inquiries and incoming requests
- Participate in outreach, education, and community events on behalf of DWH
- Support communications such as fundraising, social media, annual reports, newsletters, and marketing
- Oversee event and meeting coordination, logistics and communications with participants and staff
- Assist in grant management processes, including writing, reporting and monitoring budgets and expense
- Assist in the recruitment, hiring and training of program staff
- Must be willing to adapt to change and organize in effort to meet community and DWH needs
- Fulfill administrative duties associated with the job
- Coordinate surveys for evaluation and assist in grant reporting and proposal processes
- May perform some database entry for tracking program participation
- Assist in organizational activities and other duties as assigned

## **Qualifications:**

- Four year degree with 2+ years supervisory experience; or equivalent experience required
- Demonstrated knowledge of nonprofit program management and evaluation methods
- Demonstrated ability to manage grant/contract work plans, objectives, budgets and reporting
- Ability to communicate effectively and work collaboratively with staff and partners
- High level of cultural competency and commitment to Native American values

Must pass a background check and have a valid driver's license. Must have ability to stand and sit for long periods of time; and flexibility to work occasional evenings and/or weekends. Some travel is required. May work at the Hugo farm in summer, at the Minneapolis office, or remotely, and attend in-person meetings (mainly in the Twin Cities area) or conferences (out of area).

To Apply: Submit cover letter and resume to Bryan at <a href="mailto:Bryan@dreamofwildhealth.org">Bryan@dreamofwildhealth.org</a>. Open until filled.