



Mission: To restore health and well-being in the Native community by recovering knowledge of and access to healthy Indigenous foods, medicines and lifeways.

Title: Program Manager
Reports to: Executive Director

Status: Full-Time
Salary: \$50-\$55k/DOQ

Dream of Wild Health (DWH) is celebrating 25 years of working to restore health and wellbeing within the Twin Cities Native American community and has recently grown to a 30-acre farm in Hugo with an office in Minneapolis. DWH is seeking a Program Manager to provide a strong sense of direction and leadership to program staff and ensure the implementation and success of youth and network leadership programs. This individual plays an essential role in management and leadership, administration, coordination, communications, program evaluation, budgeting, writing and grant reporting. The ideal candidate has a strong commitment to the vision, mission and values of the organization and to the Native American community.

Responsibilities & Expectations:

- Work with the ED to build and maintain a positive organizational culture and high employee morale
- Work collaboratively with management team to ensure program goals are set, monitored and obtained in alignment with the strategic direction of the organization
- Provide daily oversight and guidance to program staff to ensure work plans and program objectives are met
- Foster a collaborative environment within the team, throughout the organization, and in the community
- Ensure program activities are consistent with mission, vision and cultural values
- 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
- May step in to support program or event needs during staff absences
- 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, development and retention of program staff
- Work with contractors and vendors to support programming, events, and staff development efforts
- Must be willing to adapt to change and organize in effort to meet community and DWH needs
- Coordinate surveys for evaluation and assist in grant reporting and proposal processes
- May perform some database entry for tracking program participation and evaluation purposes
- Contribute to overall team success by completing other duties as assigned

Qualifications:

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

A criminal background check is required to ensure our commitment to the protection and safety of youth, community, staff and assets. Must have a valid driver's license; ability to stand and sit for long periods of time; ability to lift semi-heavy objects; and flexibility to work occasional evenings and/or weekends. Some travel is required. This position will work at the Hugo farm (summer programs), the Minneapolis office, remotely, and attend meetings and events (mainly in the Twin Cities area) or conferences (may be out of area). Benefits include: paid time off, Holidays, medical/dental/life, AD&D & LTD insurances, and a 401k employer match.

To Apply: Submit cover letter and resume to Bryan at Bryan@dreamofwildhealth.org. Open until filled.

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