



*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:** \$58k-\$62k annually

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, leadership and guidance to program staff to ensure the implementation and success of youth, nutrition and community programs. This position provides hands-on support to staff and day to day program activities. This individual plays an essential role in management and leadership, administration, coordination, communications, program development, 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
- Lead program development efforts such as logic model and staff work plan creation and implementation, evaluation, grant reporting, weekly team meetings, funder meetings, and program budget management
- Maintain a regular presence at the farm during summer youth programs
- 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
- Step in as needed to support program and event needs (ie, 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 in Native org; equivalent experience considered
- Experience with nonprofits, youth programs, project management, supervision & 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. 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 weekends. Some travel required. This position will work at Hugo farm (summer), the Minneapolis office, remotely, and attend meetings and events (mainly in the Twin Cities area) and 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 & resume to Bryan: [Bryan@dreamofwildhealth.org](mailto:Bryan@dreamofwildhealth.org). Open thru 2/19 or until filled.