



## Position Description

**TITLE:** Operations and Development Manager

**CLASSIFICATION:** Exempt

**REPORTS TO:** Finance Director

**LOCATION:** Arizona (Remote)

**SALARY:** Salary Based on Experience & Qualifications

**POSITION CLOSES:** April 05, 2024

**Organization Overview:** Native Public Media (NPM) is a nonprofit organization dedicated to advancing Native American and Indigenous media representation, access, and participation in the media landscape. NPM empowers Indigenous communities by promoting, creating, distributing, and owning media content that reflects their cultures, languages, and perspectives. By collaborating with tribal nations, organizations, and individuals, NPM strives to amplify Indigenous voices and stories while fostering a greater understanding of Indigenous issues.

**Position Overview:** The Operations and Development Manager (ODM) is pivotal in NPM, maintaining relationships between NPM and the community, donors, local businesses, and other organizations. The ODM oversees operations and fundraising that are instrumental in ensuring fiscal sustainability, fostering growth, and achieving the NPM's mission and goals. The ODM will lead comprehensive fundraising initiatives to secure necessary resources. The ODM's responsibilities include setting strategic goals and guidelines, staff onboarding and professional development, performing risk assessments, developing an annual fundraising plan, and ensuring regulatory compliance and transition to new technologies.

### Key Responsibilities:

#### 1. Fundraising

- Develop and implement a comprehensive fundraising plan, including major gifts, corporate and foundation grants, planned giving, and special events.
- Cultivate and maintain relationships with major gift prospects and corporate and foundation donors.
- Plan and execute engaging special events to raise funds and awareness.

Performance Metric: Increase fundraising revenue by 25% annually by effectively implementing fundraising strategies.

#### 2. Strategic Planning

- Develop and implement operational strategies with NPM's mission and goals.
- Monitor progress towards strategic goals and recommend adjustments as needed.

Performance Metric: Achieve strategic goals and objectives.

#### 3. Human Resources

- Lead HR functions, including recruitment, onboarding, training, and performance management.
- Plan staff access to professional development opportunities.

Performance Metric: Increase staff participation in professional development by 50%.

#### 4. Technology Management

- Oversee IT systems, hardware, and software to support productivity.
- Identify opportunities to streamline efficiency and processes through technology and automation.

Performance Metric: Implement technology upgrades that decrease operational costs or increase efficiency.

#### 5. Risk Management

- Identify and mitigate potential risks to NPM.
- Manage insurance, liability coverage, and emergency preparedness.

Performance Metric: Achieve annual reduction in operational risks through proactive risk management strategies.

#### Qualifications:

- Master's degree in business administration, nonprofit management, or related field. Bachelor's degree accepted.
- Minimum three years of experience in nonprofit leadership, operations management, and fundraising.
- Knowledge of Tribal governments, American Indian Tribes, and Alaska Native Villages is preferred.
- Knowledge of Labor Standards, tax, and nonprofit compliance requirements.
- Demonstrated commitment to high professional and ethical standards in a diverse workplace.
- Experience in writing successful grant applications is preferred.
- Experience in supervision of staff.
- Excellent strategic thinking, problem-solving, and communication skills.
- Proficiency in relevant software and technology.
- Strong mentoring and coaching experience across diverse expertise levels.
- Self-reliant and results oriented.
- Strong written, oral, interpersonal, and presentation skills.
- Ability to effectively interface with stakeholders, the board of directors, and staff.
- Capacity to plan, lead, and manage multiple priority projects simultaneously.
- Willingness to travel occasionally for events, conferences, and community visits.

**Physical Requirements:** To successfully perform the essential functions of this job, the employee must meet the following physical demands.

- Sit and use your hands to handle, feel, talk, or hear.
- Occasionally stand, walk, kneel, and reach with hands and arms.
- Occasionally lift or move up to 25 pounds.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Application Process:** Interested candidates should submit a resume, cover letter, and relevant work samples demonstrating their experience in program coordination, community engagement, and commitment to Indigenous media representation. Applications should be submitted via email to [gkeams@nativepublicmedia.org](mailto:gkeams@nativepublicmedia.org) by 5 p.m. on April 05, 2024.