



JOB ANNOUNCEMENT

JOB TITLE:	Ina Maka Programs Director		
PROGRAM:	Ina Maka Family Services	FLSA STATUS:	Exempt
LOCATION:	UIATF Columbia City Office	WORK SCHEDULE:	Full-time
REPORTS TO:	Executive Director	PAY RANGE:	DOE

The United Indians of All Tribes Foundation (UIATF) is looking for a motivated director that will lead a seasoned department with positive energy in providing essential social services to clients in and around the Greater Seattle area. This position will commit to overseeing multiple programs, along with sound decision problem solving. The ideal candidate must organize and plan with clear guidelines, supervise managers, maximize productivity, and prioritize positive impacting results. As a leader, the director will also build and maintain relationships with clients, funders, and the community at large.

JOB SUMMARY: The Ina Maka Director has full responsibility for planning, directing, and administering the Ina Maka Family Program, Native Family Learning Circles, Daybreak Star Doula Program, Our Strong Fathers Initiative, Kina'ole Services as well as additional early childhood and family support programs. Responsibilities include, but are not limited to program development, program fiscal management, quality assurance, grant reporting requirements, community collaboration/coordination, staff oversight and supervision, training, and technical assistance to programs as well as client advocacy. This position will also grant write / fundraise along with fiscal management of federal, state, county, city and private funds.

DUTIES AND RESPONSIBILITIES:

1. ***Oversee the development and implementation of client services - ensuring compliance of all applicable funding/revenue requirements, regulations and standards along with organizational policies and procedures.***
 - Provide direct oversight to ensure all programs are implemented in adherence to the model, curriculum, or implementation plan (model fidelity) as well as grant/contract requirements
 - Interpret, analyze and apply standards and regulations to day-to-day operations of the program
 - Review and edit drafted program manager reports, and will ensure timely submission to appropriate targets
 - Ensure programs are providing culturally based programming, and will create modifications, adaptations or enhancements when necessary
2. ***Ensure workforce and community relationships are in place to meet programmatic and administrative needs***
 - Oversee program managers' operations, including staff supervision, service implementation, client interaction, recruitment, data management, and reporting
 - Hire program managers and oversee Ina Maka department hiring

- Ensure that Ina Maka department employees, volunteers, and students are well-trained, qualified, and supported
- Establish and maintain successful relationships with community
- Communicate appropriately to diverse audiences through verbal, written and technological means
- Serve as principal liaison between funding sources, community representatives, tribes, tribal organizations

3. *Oversee resources*

- Be responsible for efficient and effective program/department budget planning and management
- Continue to secure funding to support departmental objectives
- Ensure that resources (equipment, training, and systems) are available for personnel to implement program goals and objectives effectively
- Work with finance department; this position will devise budgets, review invoices and determine program monthly/quarterly spend downs; and will craft required program reports

4. *Administer quality assurance, evaluate program activities, and assess performance measurements*

- Will develop and oversee qualitative/quantitative data measurements, informing program outcomes
- Will provide leadership for CQI activities and rapid cycle learning and improvement
- Will work with consultants, contractors, and program managers, and will present project results to various stakeholder groups
- Will ensure all projects are conducted ethically and in a culturally appropriate manner
- Will oversee data collection and analysis along with timely submission of required performance measures to proper channels

5. *Provide leadership to departmental staff*

- Represent department and/or organization through public presentations, collaboration with stakeholders, and community partners
- Oversee dissemination material, especially for funders and policymakers, such as open letters, policy statements, and advocacy materials.
- Demonstrate service models with partner agencies
- Participate in relevant advocacy efforts (i.e. new federal or state efforts, renewal of legislation, ASTHVI)
- Other job responsibilities as assigned

QUALIFICATIONS:

Education & Experience

- Master's degree in Public Health, Public Administration or Social Work preferred, minimum of a Bachelor's degree in a relevant field required
- Minimum of five years of supervisory experience, preferably with a nonprofit and/or service provider
- Minimum of three years of work experience serving prenatal families, infants, toddlers and parents hailing from high-risk populations
- Strong computer skills with five to eight years' experience with Microsoft Office suite required

Specialized or unique knowledge, skills or abilities

- Ability to perform data analysis and make data informed decisions for programmatic and financial decisions
- Knowledge of the strengths and challenges facing the American Indian / Alaska Native and Native Hawaiian / Pacific Islander communities, as well as other communities in need
- Experience with group speaking and presenting

REQUIREMENTS

- May be required to enter homes, apartments, or offices to engage with children and families (contingent on current state and federal safety guidance)
- Must pass a background investigation, including relevant criminal history
- Valid driver’s license and auto insurance required
- Must be able to travel in and out-of-state from time to time
- Able to occasionally work weekends and evenings

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the employee may need to stand, walk or sit for prolonged periods of time, in an office or other professional environment, as well as outside. The employee must be able to occasionally lift and/or move up to 30 pounds. Reliable transportation is required for weekly, job-related, local travel.

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. This description reflects management’s assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.

<p>OPENING DATE: 11/01/20 CLOSING DATE: Until Filled</p> <p><i>United Indians of All Tribes Foundation is an Equal Opportunity Employer</i></p>	<p>APPLICATIONS FOR EMPLOYMENT can be obtained at www.unitedindians.org/about/jobs , please submit with a resume and cover letter to jobs@unitedindians.org .</p> <p>Please contact HR for questions : #206-475-1353, msalanga@unitedindians.org</p>
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