

First Nations OWEESTA Corporation

POSITION DESCRIPTION

Position Title: Manager, Institution Development (ID), First Nations OWEESTA Corporation
Reports To: Director of Institution Development, OWEESTA
Job Level: Exempt
Supervises: Assistants/Specialists and consultants
Hours: Full time

First Nations Oweesta Corporation (OWEESTA) is a national Native community development financial institution and affiliate corporation of First Nations Development Institute. OWEESTA's mission is to assist Tribes and Native communities to develop or expand community development financial institutions (CDFI) and related organizations by providing training, technical assistance, investments and advocacy. OWEESTA is currently seeking a qualified applicant for the following position.

POSITION SUMMARY

The Manager, Institution Development assists the Director of Institution Development (ID) with the development, expansion and ongoing management of Oweesta's portfolio of institution development programs for Oweesta's Native constituents, as well as other collaborative efforts. Assists Director of ID with maintenance of partnerships, subcontracts and other collaborative efforts while continuing to broaden the market penetration for Oweesta's products and programs in the area of institution development.

DUTIES AND RESPONSIBILITIES:

1. Assists the Director of ID with the institution development department of Oweesta's Programs division, including developing and maintaining policies and procedures, consultant guidelines and interaction with other Oweesta departments; supervising staff and consultants; maintaining budgets and meeting projected programmatic goals.
2. Contributes to the development, delivery and tracking of wholesale and customized training/technical assistance products and services in the areas of institution development, particularly Native CDFIs, for Oweesta's target market(s) with Native communities.
3. Works with the training, technical assistance and contract management (including numerous consultants) staff to facilitate smooth delivery of training and technical assistance within budgetary requirements.
4. Supports the Director of ID in management of staff and consultants in the collection and provision of timely fiscal information, impact data, billing and contract management for Oweesta in coordination with all its constituents and partners.
5. Works with External Relations personnel and other Oweesta staff to market specific ID training and TA programs and products, as well as Oweesta's other services and products to potential and existing clients.
6. Works with other staff on interdisciplinary efforts.
7. Performs other duties as assigned by supervisor.

EDUCATION AND EXPERIENCE:

1. Associate's degree required. Bachelor's preferred. Graduate degree in related field beneficial.
2. Minimum two years experience providing facilitation, client service, contract fulfillment, consulting, presentations and event planning in similar organization/field.
3. Minimum one year staff and/or consultant supervision experience.
4. Minimum two years experience with Native non-profit organization and/or other community/economic development NGO.
5. Experience in Native community/economic development helpful

KNOWLEDGE, SKILLS, ABILITIES, and PHYSICAL REQUIREMENTS:

1. Strong written and verbal communications skills required.
2. Excellent computer skills – minimum PC Office Suite, prefer multi-platform with web experience
3. Ability to think independently while working in close-knit office environment.
4. Some awareness of the complexities and challenges of community development finance and small business development in Native communities.
5. Strong business and financial analysis skills required.
6. Ability to work constructively with diverse constituents and as a participant on multi-disciplinary teams required.
7. Ability to travel frequently required.
8. No extraordinary physical requirements beyond ability to travel. Job involves normal physical requirements for an office position. OWEESTA supports and complies with ADA.

OWEESTA offers competitive salaries and benefits including health, dental, life and disability insurance and Simple IRA pension plan.