

**Program Director**  
**Spirit Aligned Leadership of North American Indigenous Women and Girls Program**

**ROCKEFELLER PHILANTHROPY ADVISORS**

Rockefeller Philanthropy Advisors (RPA) is a nonprofit organization that currently advises on and manages more than \$200 million in annual giving by individuals, families, corporations and major foundations. Continuing the Rockefeller family's legacy of thoughtful, effective philanthropy, RPA remains at the forefront of philanthropic growth and innovation, with a diverse team led by experienced grant makers with significant depth of knowledge across the spectrum of issue areas. Founded in 2002, RPA has grown into one of the world's largest philanthropic service organizations and, as a whole, has facilitated more than \$3 billion in grant making to nearly 70 countries. RPA serves as a fiscal sponsor for more than 40 projects, providing governance, management and operational infrastructure to support their charitable purposes. For more information, please go to [www.rockpa.org](http://www.rockpa.org). RPA serves as fiscal sponsor beginning in support increased programmatic and award making activities of the program beginning in 2017.

**SPIRIT ALIGNED LEADERSHIP of North American Indigenous Women and Girls PROGRAM**

Under the fiscal sponsorship of RPA the Spirit Aligned Leadership Program aims to strengthen Indigenous communities to address pressing systemic problems and oppressions through investing in and elevating the inherent power of North American Indigenous women and girls. Launching in the Summer 2017, Spirit Aligned Leadership Program will continue to grow in scale and complexity. Spirit Aligned Leadership of Indigenous Women and Girls Program will invite in annual cohorts of elder women leaders - all grassroots organizers and cultural practitioners - each of whom will be awarded a three-year Fellowship opportunity that supports their increased personal, collective and public impact and sustainability across interrelated focus areas: Violence against girls, women and the earth, Leadership of Indigenous girls and women, Indigenous cultural expression, Healing from historic trauma and oppression, and Indigenous education. The experiences, expertise and narratives of Indigenous elder leader women working in and with North American Indigenous communities, informs the Spirit Aligned Program design that is aimed at developing leadership capacities for Indigenous women and girls.

**THE POSITION**

To support the development and implementation of the program, the new position of Program Director has been created. The Program Director will partner closely with the Director and other staff to realize the strategic vision of this new Program in North America – the United States, Canada and Mexico. The Program Director will advance a team in the performance of a multi-year, culturally diverse, highly interactive Program informed by trans-disciplinary approaches grounded in an Indigenous evaluation framework that supports Indigenous worldviews and strengthens Indigenous identity, values and spirituality.

The Program Director will be based remotely in an urban, rural or reservation-based setting. She will work closely and collaboratively with the Akwesasne office located in the Mohawk community of Akwesasne at the U.S.-Canadian border in northern New York State, attending quarterly meetings and weekly Skype check-ins. The Program Director will supervise a Program Associate who will also be based remotely in an urban, rural, or reservation-based setting.

## KEY RESPONSIBILITIES

The Program Director is responsible for the following:

### **Program Implementation**

- Collaborate in the planning and delivery of the overall Program with the Director and team Associates and consultants.
- Implement short-term, intermediate and long-term goals and objectives to achieve the successful outcome of the Program
- Develop an annual budget and operating plan to support the Program

### **Organize the Program**

- Ensure activities operate within the policies and procedures of the Spirit Aligned Leadership Program established under the fiscal sponsorship of RPA.
- Ensure the Program activities comply with all relevant legislation and professional standards.
- Develop forms, such as participant Release Forms, and records to support and document Program activities using process evaluation measures and Indigenous evaluation methods

### **Operationalize the Program**

- Review Program design materials and current Program contracts/contractor's websites
- Collaborate with Program team partners and consultants on Program communications strategies
- Inaugurate the "Legacy Leader" Fellowship Award in Fall 2017
- Manages the program's relationships with inaugural and future cohort members to ensure engaged and supported participation with staff, coaches, and trainers

### **Lead and Manage the Program**

- Liaise with the Director and other staff including the Advisory Circle to ensure effective and efficient program delivery
- Monitor program activities on a regular basis, conducts internal quantitative and qualitative reporting and evaluation;
- Work with the Director and Program Associates on launch, recruitment, and publicity related to the program
- Guide the program team through applications review and selection process for "Legacy Leaders" inaugural cohort
- Overseeing operations of the program that are cohort-focused, including convening planning, outreach activities via program website

### **Other Activities**

- Participates in professional development trainings provided by regional/national/international organizations working in the field of empowerment of Indigenous girls and women to monitor developments in practice and research to enhance staff performance
- Serves as the senior strategic thought partner to the Director on matters of program design, implementation, and day-to-day operations

- Broaden the reach and public impact of the Legacy Leaders through the development of a speaker's bureau, supporting and guiding the collection of Legacy Leader's audio-visual and written materials

## QUALIFICATIONS

The Program Director should have:

- At least 8-10 years of work experience leading diverse teams with proven strategic planning and project development skills
- Excellent interpersonal skills; ability to work independently as well as a record of leading and managing impactful teams
- Excellent written and verbal communication skills required
- Strong awareness, respect and understanding and/or willingness to learn about diverse Native cultures and communities
- Excellent judgment, resourcefulness, and problem-solving skills
- Significant depth of knowledge with theories of colonization, historical trauma and the multiple literatures of the fields of Human Rights, Indigenous Knowledge and Intersectionality
- High proficiency in Microsoft Office, Mac OS, and databases. Willing to train on Concur online platform for expenses accounting and any other relevant online platforms
- Availability to travel regularly
- Ability to handle confidential information with complete discretion
- Spanish language fluency preferred
- Post-graduate training preferred or equivalent experience

*Note: This description is a guide to the primary duties and functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands, and working conditions. Position descriptions are reviewed and may be revised to meet the changing needs of the Spirit Aligned Leadership of Indigenous Women and Girls Program at the sole discretion of the Director and Advisory Board.*

**BENEFITS:** Rockefeller Philanthropy Advisors offers a competitive compensation and benefits package including health coverage, retirement benefits, paid sick leave, vacation and holidays.

**SUPERVISOR:** Director, Leadership of Indigenous Women and Girls Program

**LOCATION:** Remote office in an urban, rural or reservation-based setting

**STATUS:** Full time

**FLSA (OT ELIGIBILITY):** Exempt

## APPLICATION PROCESS:

**All applications will be received via email. No phone calls or snail mail.**

Applications must include (all in PDF format) a resume and a thoughtful cover letter.

E-mail applications to: [adavid@spiritaligned.org](mailto:adavid@spiritaligned.org)

**Subject Line:** Program Director/YOUR NAME

**Application deadline is MONDAY, April 10, 2017 at 4:00pm, EST**