



## **Position Description: Program Manager**

### **Background:**

The Indigenous Health, Education, and Resource Taskforce (IHEART), is a national collaborative, formed in 2021 to address the scarcity of American Indians and Alaska Natives (AIAN) in the health professions. IHEART includes health professions educators and leaders,, learners, organizational leaders, and community members committed to AIAN communities and workforce diversity. The collaborative has been led by a coalition of members from the following founding groups: Association of American Indian Physicians, American Indian Higher Education Consortium, Association of Native American Medical Students, Association of American Medical Colleges, and the Indian Health Service. We aim to foster regional Indigenous-led, culturally responsive networks that foster systems change to enhance the engagement, matriculation, retention and graduation of AIAN individuals interested in the health professions.

### **Position:**

The Program Manager position is funded through support by the Robert Wood Johnson Foundation and housed within the Association of American Indian Physicians. The Program Manager will be responsible for the overall administration and supervision of IHEART and collaboration with team members at other sites. The Director will support and grow IHEART regional networks and overall IHEART membership, coordinate grants management, and manage day to day operations.

### **Responsibilities:**

#### Leadership & Strategic Planning:

- Provide visionary leadership to advance the mission of IHEART
- Develop and implement strategic plans in collaboration with the Co-Principal Investigators; Identify and track metrics for program success
- Identify opportunities for program growth, innovation, and improvement
- Actively collaborate with the Co-Principal Investigators, AAIP staff, cohort members, service recipients, volunteers, committees, and partnering organizations to advance IHEART national and regional goals
- Lead, coach, develop and retain the cohort staff and volunteers
- Deepen and refine all aspects of communications—from web presence to external relations in collaboration with the Communications Director
- Organize and implement a virtual and an in-person IHEART annual meeting
- Maintain communication with and support for regional IHEART leadership
- Travel at least twice a year to meetings of collaborators or Native student support groups and the IHEART annual in-person meeting

### **Contract Management and Grant Administration:**

- Oversee contract management and compliance with funding agencies as assigned.
- Develop and submit grant reports in accordance with grant requirements.
- Ensure proper financial management and reporting of grant funds.

### **Financial Management and Budgeting**

- Develop and manage the annual budget in collaboration with the Co-PI
- Monitor financial performance and ensure compliance with state and federal regulations.
- Provide financial reports and analysis to the Co-PI.

### **Qualifications**

The Program Manager will be thoroughly committed to the **IHEART** mission. All candidates should have proven leadership, coaching, and relationship management experience. Specific requirements include:

- Record of professional experience demonstrating competence working with American Indian and Alaska Native communities
- 8-10 years of experience in organizational management in non-profit organizations with the ability to manage and develop volunteers; set and achieve strategic objectives and manage a budget
- Experience with marketing, public relations, and fund accounting
- Demonstrated knowledge of program evaluation
- Strong written and verbal communication skills; a compassionate communicator with excellent interpersonal and project skills
- Demonstrated professional experience with developing collaborations, relationship management, and coalition building
- Computer literacy required
- Action-oriented and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- The following qualities are appreciated: Passion, integrity, positive attitude, mission-driven and self-directed approach

### **Hours**

Full-time commitment is required with hours typically Monday - Friday daily. Travel at least two times annually.

**Compensation Negotiable** - Depending on experience

**Benefits-** Negotiable

**Indian Preference** honored (per 25 U.S. Code – 5117)

**Application deadline** - October 31, 2023

### **To Apply:**

Submit a letter of interest along with a resume via email to [tanderson@aaip.org](mailto:tanderson@aaip.org) Selected candidates will be asked to schedule a personal interview at a mutually agreeable time.

**Work Location:** In Office (Oklahoma City) or remote (hybrid) eligible.