POSITION: Program and Development Officer
REPORTS TO: Director of Business and Program Development
STATUS: Regular, Full-Time Exempt
PAY RANGE: $45,000 - $55,000
LOCATION: Colorado Field Office (Longmont, CO)

POSITION SUMMARY:
The Program and Development Officer reports directly to the Director of Business and Program Development, and works closely with the CEO, the Director of Strategic Initiatives and Research, the Director of Membership and the Chief Technology Officer. The Program and Development Officer is primarily responsible for assisting in the development of and managing all aspects of AISES’ programs and projects.

The Program and Development Officer is required to work within the specified parameters of grant funded programs and projects and in accordance with AISES policies and procedures. Primary duties focus on administering all program related activities including the management of program deliverables and budgets within the department.

The Program and Development Officer provides a high level of service in the delivery of AISES pre-college, higher education and professional programs. In addition to managing and administering the established program activities, this position will also work with the Director of Strategic Initiatives and Research and the Director of Business and Program Development to identify new grant opportunities, opportunities for growth or expansion of existing efforts, and opportunities to connect existing work to broader initiatives and communities.

The Program and Development Officer is responsible for ensuring all program and project related financial and budget procedures, systems, and reporting are consistent with AISES’ financial management procedures and meet the requirements of funders and partners. The incumbent is expected to work in close collaboration with the finance department to ensure accurate accounting for program, project and grant-related income and expenditures. This requires the facilitation of extensive communication with grantees, funders and organizational partners throughout the specified program and/or project grant periods.

ESSENTIAL FUNCTION/RESPONSIBILITIES

- Administration of program related activities including planning, delivery and reporting for projects including but not limited to: Scholarships, Internships, Science Fair, Science Bowl, Robotics, Student Research and Power-Up Workshops.
- Responsible for designing, implementing and maintaining a grant management and monitoring system that ensures compliance with all funder requirements related to grant expenditures, procurements and regular financial reporting.
- Monitors grant-funded projects and develops required grant reports to ensure funding requirements are met.
- Develops and implements grantee technical assistance plans, coordinates and provides training and technical assistance (by phone, through site visits, at conferences and through on-site and off-site trainings and workshops) to AISES sub-grantees.
- Estimates necessary resources and participants to achieve project goals.
- Works with consultants/contract staff in implementing their role in AISES programs and projects.
- Responsible for reports on program, project and grant performance for use within AISES and for strategic planning purposes.
- Builds, develops and grows any business relationships vital to the success of projects.
- Assists in financial planning for all grant applications and proposals.
- Assists in the drafting and submission of proposals as necessary.
• Creates and maintains relationships with program liaisons, program participants and project stakeholders.
• Participates in cross-functional teams to plan and deliver annual events.
• Assists in the design, implementation and analysis of program and project evaluations, troubleshoots problem areas and creates best practices for future improvements.
• Other duties as assigned.

QUALIFICATIONS
• B/A or B/S and five years of progressive position related experience.
• Experience in research of best practices, survey and statistical analysis and identification of trends in educational and career development.
• Experience in managing and developing grants, budgets, program evaluation and reporting.
• Thorough understanding and sensitivity to Native American history and culture and an awareness of the role and importance of traditional culture in the contemporary Native community.
• Knowledge of computer operation and use of software to include MS Office Suite (Excel, Word, PowerPoint), online application management systems, communication tools/applications, social media tools, other databases, .html and software.
• Working with databases and other related tracking systems.

SKILLS, KNOWLEDGE & ABILITIES:
• Must have excellent communication (verbal and oral) and customer service skills for internal and external interactions, correspondence and presentations.
• Must possess strong initiative and be results-oriented.
• Must be customer-focused and possess strong customer service skills.
• Demonstrated track record as a team-member and project leader.
• Demonstrated ability to meet deadlines.
• Must be enthusiastic, tactful, mature, flexible as well as creative.
• Must be detail orientated, resourceful and well organized.
• Must be committed to incorporating appropriate quality control and customer service principles into all aspects of work.
• Must have a high energy level; must be able to stand for long periods of time, lift up to 25 lbs.
• Must be able to work with people in varied professions and backgrounds.
• Long working hours and moderate travel will be required.

ABOUT AISES:
The mission of the American Indian Science and Engineering Society (AISES) is to substantially increase the representation of American Indians, Alaska Natives, Native Hawaiians, First Nations and other indigenous peoples of North America in science, technology, engineering and math (STEM) studies and careers. Founded in 1977, with a rapidly expanding membership of more than 3,800 individual members, the American Indian Science and Engineering Society (AISES) sustains 189 chartered college and university chapters, 15 professional chapters, and 158 affiliated K-12 schools supporting American Indian students the critically needed disciplines of Science, Technology, Engineering and Math (STEM). AISES has awarded over $10.3 million in academic scholarships to American Indian STEM students. Through scholarships and internships, workforce development and career resources, national and regional conferences, science fairs, leadership development and other STEM focused programming, AISES is the leader in STEM opportunity for American Indians.

Interested candidates must send cover letter, Resume or CV and five professional references via email to:
Kellie Jewett-Fernandez, Director of Business and Program Development at: kjffernandez@aises.org

CLOSING DATE: February 1, 2016

To view this job announcement on the AISES website, go to: http://www.aises.org/careers