

National Indian Health Board



Position Announcement: Deputy Director, Programs & Operations

Passionate about improving the health of American Indians and Alaska Natives?

Possess both a strategic and operational mindset?

Expert at Federal Grants Compliance in a Non Profit Setting?

Know Human Resources best practices?

Can you get things done?

If you answered yes to these questions, then the new **Deputy Director** position at the National Indian Health Board might be the right fit for you! The NIHB seeks an organized, ethical, and enthusiastic person with a positive attitude to partner with the Executive Director on strategic organizational operations and oversee human resources and grants/programs operations and staff. This position reports directly to the Executive Director and has an internal-facing, organization-wide focus.

Duties and responsibilities of this position include, and are not limited to the following:

- Manage grants and related compliance, plus ensure the deliverables are completed in a timely fashion;
- Identify governmental and private funding opportunities and prepare funding proposals;
- Advance strategic planning and execution to meet the needs of our constituency in alignment with the NIHB mission, the Executive Director, and the Board;
- Engage with planning and implementing two national conferences per year;
- Oversee and engage in all aspects of the human resources function in collaboration with external HR consultant, including running bi-weekly payroll; and
- Work effectively and efficiently with all internal staff and external contractors.

Require qualifications include, and are not limited to the following:

- Minimum of 5 years' experience in and proven success with federal grants management, including both program and financial sides of the house and grants compliance within a non-profit environment;
- Minimum of 5 years' experience effectively supervising and managing senior-level staff;
- Minimum of 2 years as a grants/proposal writer;
- Minimum of 1 years' experience working in a human resources function and possess an understanding of HR compliance issues and best practices;
- Excellent written and verbal communication combined with great cultural competency and interpersonal skills;
- Excellent organizational skills combined with the capacity to determine and execute on priorities in a timely manner;
- Proficient in use of Grants.gov, generation/submission of FS 424 reports, and MS Office applications;
- Significant experience in creation of grant/proposal budgets and budget narratives, plus budget tracking after award;

- Personal interest and commitment to the NIHB mission a must and knowledge of Indian health care programs necessary; and
- Undergraduate degree in political science, accounting, business, public health, public administration, or other applicable major required, and an advanced degree preferred (JD, MBA, MPA, etc.).

The NIHB offers a mission-driven, fast-moving environment where intelligence, flexibility, and good humor are valued. We operate with excellence in mind in all matters and the confidence to defend and debate ideas without ego interfering in creating the best outcome possible for American Indian Tribes and Alaska Native Villages. Since its founding by the nation's Tribes in 1972, NIHB remains the Country's only national, Tribal organization solely devoted to advocating for improving health care for all American Indians and Alaska Natives.

This position is based in our offices in Washington, DC and requires some travel. American Indians and Alaska Natives **strongly** encouraged to apply. Please see www.nihb.org for more information. EOE.

HOW TO APPLY:

Interested candidates prepare the following information about yourself and email it as instructed below:

1. Your resume;
2. Your cover letter;
3. Salary history; and
4. Preferred/required salary range you are seeking.

Send this information to jobs@nihb.org with your name and the title of the position you are applying for in the subject line.

Open until filled.