



## Native Initiatives Manager

*Advancing Hispanics/Chicanos  
& Native Americans in Science*

Society for Advancement of Chicanos/Hispanics and Native Americans (SACNAS) is the largest multicultural and multidisciplinary STEM diversity organization in the country. [SACNAS](#) is an inclusive organization dedicated to fostering the success of Chicanos/Hispanics and Native Americans, from college students to professionals, in attaining advanced degrees, careers, and positions of leadership in STEM. SACNAS serves over 6,000 members and has 115 student and professional chapters throughout the United States and Puerto Rico. SACNAS influences a larger STEM community of over 25,000 through outreach, advocacy, and production of the [National Diversity in STEM Conference](#).

SACNAS is currently seeking an exceptional individual who desires to work within a dynamic, nonprofit environment to oversee native initiatives (e.g. Native American, Native Alaskan, Pacific Islander, etc.). As Native Initiatives Manager, the successful candidate will serve in a key role in the development and advancement of Native American programming in accordance with the SACNAS strategic plan.

The Native Initiatives Manager is a full-time, exempt position.

### **Duties and Responsibilities**

#### **Program Development**

- In partnership with the Native American Affairs Committee (NAAC) and Director of Education & Leadership, develop a comprehensive plan to increase native participation (e.g. Native American, Native Alaskan, Pacific Islanders, etc.) in current programs and increase program offerings. *(The NAAC is a volunteer committee that will serve as a key resource and support for native programs and planning.)*
- Responsible for the development, implementation, and management of native programs, including at the annual conference.
- Manage Scholars in Science: Native American Path Program (SSNAP)
- Facilitate increased native participation in committees, taskforces, and volunteer efforts.
- Develop trainings and ongoing communication to keep staff, committees, and membership more informed about native issues.
- Work with the communications and marketing department in the development of strategies to highlight and increase native membership engagement in programmatic content for publication, webinars, sessions, and workshops.

- Research and compile data of URMs in STEM released by agencies, specifically as related to native communities and representation.

#### **Program Management:**

- Ensure the Executive Director and Director of Education & Leadership are kept apprised of current native issues and trends.
- Develop program goals and key priorities in alignment to the SACNAS Mission and [2016-2021 Strategic Plan](#).
- Positively represent the organization in all engagement efforts including national, regional, and local events, meetings, committees, and other forums.
- Develop and manage program budgets, including revenue and expenses.
- Strengthen SACNAS awareness among native communities.

#### **Partnership Development:**

- In partnership with the Director of Development, support fundraising efforts to increase sustainability specifically of native initiatives.
- In partnership with the Director of Development, support native initiatives in grant writing, reporting, allocation processes, and compliance.
- In partnership with the Director of Education & Leadership, expand partnerships with community colleges and universities with significant native student populations and tribal colleges.
- In partnership with the Executive Director and Director of Development, provide stewardship to existing partners and engagement of current stakeholders.
- In partnership with the Director of Leadership & Education and Director of Development, cultivate relationships with national non-profits, native organizations, and government agencies to identify collaborative opportunities.
- Perform other duties as assigned.

#### **Desired Education and Experience**

- Ambition to work with diverse communities and a passion for the mission of SACNAS
- Bachelor's degree in Education, Public Administration, Nonprofit Management, or a STEM discipline.
- 3-5 years of demonstrated experience in developing strategy and programs
- Strong skills in problem solving, team work, and project management
- Experience working with native and/or tribal communities
- Successful in working with and increasing representation of diverse and underrepresented populations within an organization (e.g. experience in Native American issues in higher education)
- Excellent writing, public speaking, and presentation skills
- Experience in developing program budgets and tracking revenue and expenses.
- Ability to succeed and enjoy working in a fast-paced, highly dynamic environment with a proven skill set utilizing sound judgment, creativity, and effective time management solutions

**Preferred Education and Experience:**

- Master's degree in Education, Public Administration, Non-profit Management, or a STEM discipline
- Experience working with Native Americans, Chicanos/Hispanics, or other underrepresented minority populations.
- Seasoned in sustaining programs and developing partnerships.☒
- Knowledgeable about STEM disciplines, diversity, workforce, and local/national trends
- Knowledgeable about and experience working with undergraduates, graduates, post doctorates, and professionals.

**Work Location, Expected Travel, and Salary Range**

- Ideal locations of this position are Santa Cruz, CA or Washington, DC; however, other major cities may be considered. Remote work option available.
- Travel throughout the United States will be necessary and may include: annual conference, regional conferences, public policy engagements, partnership and funder meetings, etc.
- Occasional evening or weekend work.
- Salary Range - \$55,000 to \$65,000

**Benefits**

- Medical, Dental, and Vision Plans
- Eleven Paid Holidays
- Generous Paid Time Off
- 401(k) Retirement

**How to Apply**

Interested candidates should submit a cover letter and resume to [jobs@sacnas.org](mailto:jobs@sacnas.org) with the subject – **Native Initiatives Manager**.

**Application Deadline** – Open until filled. Priority hire by 12/31/2018.

**Organization Website** – [www.sacnas.org](http://www.sacnas.org)

**2018 National Diversity in STEM Conference Website** – [www.2018sacnas.org](http://www.2018sacnas.org)

**2019 National Diversity in STEM Conference Website** - [www.sacnas.org/conference](http://www.sacnas.org/conference)

**EEO Statement**

It is the policy of SACNAS not to discriminate against any individual employee, group of employees or prospective employee for reasons of race, color, religion, creed, gender, gender identity, gender expression, national origin, sex, pregnancy or related medical conditions, age, marital status, ancestry, sexual orientation, physical or mental or sensory disability, genetic information, military status or any other consideration protected by applicable federal, state or local laws.

SACNAS is committed to providing equal opportunities in all employment-related activities including, but not limited to: recruiting, hiring, advancement, compensation, training, benefits, transfers, and terms of employment. SACNAS promotes equal opportunities for all employees and applicants for employment. Further, SACNAS will fully comply with all applicable equal employment federal, state and local laws and regulations.