

National Indian Health Board



April 2021

National Indian Health Board Seeks a Mission Driven Deputy-Director of Public Health Programs Management

About the Organization:

The [National Indian Health Board](#) (NIHB) is the nation's premiere national Tribal health and public health organization. This dynamic non-profit organization was created by the Tribes in 1972 to serve as the national, unified voice of the Tribes in matters concerning health and public health, including health systems, public health infrastructure, health service and status. NIHB makes a difference as we serve all federally recognized Tribes, American Indian and Alaska Native (AI/AN's) and advocates for the federal government to uphold its trust obligations to the Tribes for health and public health services and capacities. NIHB serves Tribes that run their own health systems through compacting and contracting as well as those that receive their care directly from the Indian Health Service. Learn more about NIHB at www.nihb.org.

NIHB's [Public Health Policy and Programs](#) (PHPP) is the largest and fastest growing Department within NIHB, PHPP provides national leadership in the Tribal public health space. We are dedicated to creating impact through conducting culturally-informed policy, budget analysis and advocacy to promote, build and sustain Tribal public health. Our program work is responsive to Tribal community needs and is grounded in making maximum impacts toward reclaiming healthy Native communities and individuals and celebrating, supporting and sustaining healthy Native youth.

Position Summary:

We seek a seasoned public health grants and programs specialist to fill a newly created Deputy-Director position within the Public Health Policy and Programs (PHPP) Department. We are searching for a methodical, creative and strategic Department grants manager to work with the Director and the PHPP team members to enhance funding models, identify new sources of funding, and provide leadership and collaboration in developing sustainable, dynamic and impactful public health grants programs and grants management excellence. Duties include managing the Department's overall grant efforts, documenting, approving and coding payments and expenditure for the Department, optimizing the grant administration process, overseeing PHPP fund-raising, preparing progress reports, ensuring compliance with grant regulations, reviewing and participating in the development of grant proposals, creating and managing PHPP grant database(s), engaging with donor agencies in collaboration with the Department Director. Deputy will draft policies and procedures as necessary, for CEO approval, and educate PHPP staff on policies. Deputy will, with the Director oversight and input, lead Department efforts and collaborate with staff to craft project proposals, program budgets, budget narratives, monitor and respond as appropriate to ensure monthly burn down rates are aligned with project schedule. Your skills and expertise in successful grants management will aid our organization in serving the Tribes by securing continuous funding, improving business opportunities through effective program tracking implementation, and executing meaningful and impactful projects. The Deputy-Director provides leadership in the space of program development, budget preparation and compliance related activities for all funding sources within the purview of PHPP. The PHPP Deputy-Director position requires complex decision-making and extensive collaboration with peers and senior leaders in Indian Country. The Deputy-Director briefs NIHB senior leadership on emerging public health issues and priorities,

The Deputy-Director reports to the Director of PHPP and serves in a senior leadership capacity for the department.

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

- Positive leadership skills;
- Lead efforts related to research, program implementation, partnership building, strategy and collaboration
- Thinks and acts strategically and effectively to help increase the organization's capacity to advance programs, research, and technical assistance using a systems' approach that is creative and employs Tribal best practices;
- Manages multiple projects concurrently and also supervises a growing PHPP team in accordance with NIHB expectations, policies, and procedures;
- Writes grants and prepares grant reports with supporting documentation in collaboration with grants compliance and program staff, and helps to ensure grants compliance;
- Trains and provides orientation and mentorship to new PHPP Departmental staff;
- Supports the NIHB Tribal Public Health Summit and the NIHB National Tribal Health Conference; and
- Works effectively and efficiently with all internal staff, stakeholders, vendors/contractors, and others.

Grants Manager Responsibilities:

- Designing grant programs.
- Determining funding needs.
- Researching funding opportunities.
- Reporting to the board of directors.
- Coordinating and engaging with grant writers.
- Identifying support agencies.
- Optimizing the grant administration process.
- Managing timelines and deliverables.
- Preparing and monitoring budgets.
- Tracking grant applications.
- Methodical and strategic thinking.
- Good communication skills.
- Project management skills.
- Excellent organizational skills.
- Budgeting and accounting experience.
- Computer literacy.
- Knowledge of auditing policies.
- Knowledge of donor agencies.
- Strong writing skills.

Required and Preferred qualifications include, but are not limited, to the following:

- Preferred: MBA, MPH, MHS, Public Policy, Public Administration or similar field.
- Bachelor's Degree with minimum 5-7 years of related experience.

Knowledge, Skills, and Abilities (required):

- *Experience working with Tribe or Tribal organizations is required;*
- Minimum 5 years' experience in management of public health programs/projects (must include experience in grant writing, program development and execution, budget writing, evaluation, and reporting);
- Experience with managing and implementing federally and privately funded grants;
- Excellent written communication skills;
- Strong presentation and oral communication skills;
- Strong organizational skills;

- Ability to multi-task, manage priorities and excel in a fast-paced work environment;
- Ability to work with diverse teams of people; and
- Ability to lead and innovate.
- Up to 25% travel will be required.

HOW TO APPLY: Interested candidates must include the following to be considered:

1. Your current resume;
2. Your cover letter specific to the position for which you are applying;

Send your resume and cover letter in one PDF file to: **jobs@nihb.org** with your last name name and the title of the position you are applying for in the subject line.

Equal Opportunity Employer: NIHB is an equal opportunity employer and does not discriminate on the basis of color, race, religion, national origin, political affiliation, marital status, disability (physical or mental), age, sex, gender identity, sexual orientation, genetic information, status as a parent, membership or non-membership in an employee organization, veteran status, or any other non-merit factor.

Salary and Benefits: Salary is commensurate with qualifications and experience. NIHB offers an excellent benefits package (including, but not limited to, health benefits, 401(k) plan, annual and sick leave, federal holidays).

This position is located in Washington, D.C.