



Position: Senior Program Manager – Tribal Partnerships at the America250 Foundation

Date Posted: July 1, 2021

Applications Due: August 1, 2021

Start Date: September 20, 2021 (no later than)

About America250 and the America250 Foundation

America250 is the multi-year commemoration of the 250th anniversary of the United States of America that peaks on July 4, 2026. It is a once-in-lifetime opportunity to deepen understanding of our complicated past and ignite shared optimism for our future through inclusive programs and experiences that inspire us to renew and strengthen our daring experiment in democracy. Together we are inspiring the American spirit within all Americans and each American, grounded in our nation’s founding principles, for our continuing journey toward a more perfect Union.

The America250 Foundation (Foundation) is the 501(c)(3) nonprofit partner of the U.S. Semiquincentennial Commission. The Foundation works collaboratively with the Commission and public and private entities across the country to bring the vision for America250 to life through national and grassroots programming, commercial and non-commercial partnerships, marketing, and fundraising efforts. For more information visit www.america250.org

Position Description

The role supports the Program & Planning division in building and maintaining America250’s relationships and partnerships with federally-recognized tribal nations and tribal organizations. The role will also work with Directors and staff across the Planning and Programming Department to promote the reflection and inclusion of indigenous histories and perspectives, and a commitment to tribal engagement across America250’s efforts.

Reporting to the Director of Tribal and National Partnerships, the Senior Manager of Tribal Partnerships is responsible for:

- 1) working with governments, organizations, and individuals to ensure tribal perspective and histories, and tribal engagement are reflected across America250’s efforts and strategic plans in line with America250’s vision.
- 2) collaborating with the institutions, organizations, and individuals who are expert in indigenous histories of the Americas and tribal engagement in the U.S.
- 3) supporting the Director of National and Tribal Partnerships in developing, implementing, and continually improving policies and processes related to tribal partnerships and engagement, including but not limited to providing high level coordination and administrative support and for a tribal expert advisory body for America250 in collaboration with Directors and staff across the Foundation.

- 5) working with other elements of the America250 Programming and Planning (P&P) department to coordinate tribal partnerships and programs related to tribal nations across national and community partner frameworks (state, territory, and community; federal agency; tribal; international; national signature; national and community partnerships);
- 6) Working with the Director of Engagement, Director of Public Outreach & Inclusion and America250's partners to develop educational resources, planning guides, templates, and other toolkits and resources involving tribal nations and U.S.-tribal affairs
- 7) representing America250 as a speaker, presenter, convener, and/or exhibitor in academic, educational, and community webinars, panel discussions, conferences, and other gatherings when relevant; and
- 8) supporting the Director of Tribal and National Partnerships in identifying the people (staff, contractor, and volunteers), financial resources (money and in-kind), and tools necessary to support tribal engagement and partnerships.

Duties and Responsibilities

- Establish and maintain a network of relationships with tribal partners, including representatives from tribal governments or departments, national and regional organizations, academic institutions, and non-commercial organizations.
- Develop and foster effective communication between America250 staff and staff from tribal nations and organizations, as well as tribal liaisons at partner institutions.
- In coordination with the Director of Tribal and National Partnerships, develop, administer, and coordinate administration, and continuous improvement of policies and processes related to Tribal Partnerships
- In coordination with the Director of Tribal and National Partnerships and in partnership across the P&P Department, develop, administer, and coordinate administration and continuous improvement of policies and processes related to an America250 tribal advisory group.
- Lead documentation and administration efforts for tribal advisory group meetings, including agendas, notes, and scheduling, and facilitate communication between the advisory group and the Foundation in collaboration with the Director of Tribal and National Partnerships.
- As appropriate, coordinate the vetting of Community partnership proposals/applications, providing the first level of escalated review, and coordinate any necessary escalation to higher levels of review by Foundation and Commission leadership.
- Development of program resources to support the creativity, effectiveness, and readiness of Tribal Partners, Tribal Partner Programs, and partnerships and programming related to federal and/or state partnerships.
- In coordination with the Director of Tribal and National partnerships, provide technical assistance and subject matter expertise to leadership and staff across the America250 Foundation that will enhance the organization's ability to partner with tribal organizations and governments.
- Brief America250 internal and external stakeholders about Tribal Partnerships, Tribal Partner Programs, and closely related National and Community Partner Programs as appropriate
- Represent America250 and make oral presentations in meetings and other events/discussions as needed.

- Coordinate with the Foundation’s legal, communications, and branding staff and contractors to develop, deliver, and monitor the agreements, communications resources, and brand assets and guidelines, and other benefits provided to partners.
- Ensure the secure documentation of Tribal Partnership agreements and Tribal Partner Programs to support day-to-day business; accountability to leadership, government officials, and the public; and long-term preservation as part of the historical record.
- Coordinate the assessment, status, and performance of Tribal Partnerships and Tribal Partner Programs and deliver routine and customized reports.
- In coordination with the Director of Tribal and National Partnerships, the Director of Engagement, the Director of Public Outreach and Inclusion, and the Foundation’s Communications department, write and edit content for America250’s website and other promotional content around tribal partnerships. Ensure all tribal partnership content featured in America250’s external communication is accurate, current, and mission-aligned.
- Produce a range of high-quality written work products in draft and/or final form serving various purposes and targeting both internal and external audiences.
- Assist in the preparation of the National and Tribal Partnerships portion of the planning and programming division budget and monitor and manage associated expenses.
- Draft and oversee contracts, MOUs, and Statements of Work for a portfolio of Tribal Partners and Community Partners in collaboration with America250 legal counsel.
- Attend America250 events, programs, and commission meetings (in-person/virtual), including occasional weekends, evenings, and travel, as necessary.
- Train, supervise, and manage interns, and volunteers on assigned duties and projects related to National Partners, and, as appropriate, manage junior and mid-level programming staff.
- Work closely with staff across the organization to support America250’s mission.
- Additional duties as assigned, not limited to supporting other division initiatives.

Qualifications and Skills

- Minimum of three years’ experience working with or for tribal governments and/or organizations (preferred: on projects with a national or large regional scope).
- Bachelor’s degree in humanities, management, social science, museum management, legal studies, political science, education, or other relevant field (flexible). Advanced degree in a relevant field preferred. Experience may be considered in lieu of formal academic training.
- Knowledge and understanding of tribal government operations. Experience working with a tribal government preferred.
- Minimum of two years’ experience in public programming, grants or contracts administration, or other application policy and process-oriented role.
- Experience in advisory committee, board, or council management
- Experience working with high profile partners in the public or private sector.
- Experience drafting and overseeing contracts, MOUs, IAAs, and/or Statements of Work for programs and partnerships, in collaboration with legal counsel.
- Experience facilitating meetings of individuals from different organizations and diverse backgrounds, including diverse AI/AN backgrounds with cross-cultural humility and respect.
- Experience in meetings administration or events management. Experience with tribal consultation preferred, especially in administrative management and planning.

- Experience presenting status updates and recommendations to organizational leadership and external stakeholders.
- Experience creating policy, translating policy into process, and executing a programmatic mission; equal parts policy-oriented and action-oriented.
- Experience working with systems and processes for program application, review, approval, monitoring, and documentation.
- Experience fostering a culture of trust, collaboration, and productivity; resolving conflict; and providing fruitful feedback.
- Perspective that values the collective success of an organization and brings big ideas to the table.
- Demonstrates strong communication skills in written and oral English.
- Skilled and compassionate colleague who is attentive to details, creative, thoughtful, collaborative, confident, respectful, engaged, effective, flexible, and highly organized.
- Experience successfully developing and managing a budget.
- A passion for America250's vision.

Additional Position Information

- This is a full-time position (40 hours/week) with the America250 Foundation, a 501c3 nonprofit.
- The anticipated start date of September 20, 2021.
- The salary for this position is \$75,000-85,000 annually. Salary is commensurate with experience. America250 offers a competitive benefits package. The America250 Foundation office is located in Washington, D.C, but is expected to move to Alexandria, VA (one block from the King Street Metro) in fall 2021. America250 offices are temporarily closed due to COVID-19, and all employees are currently remote. When it is safe to return to the office, staff will work together to establish a hybrid in-office/work-from-home plan, with the expectation that staff will be working from the America250 Headquarters 2-3 days/week.
- Travel for this position may be required with potentially two-three trips/quarter. America250 staff will follow OMB travel guidance, and travel for all America250 staff will only resume when it is fully safe to do so.
- The America250 Foundation and U.S. Semiquincentennial Commission remain committed to an inclusive environment where diverse ideologies and experiences are shared in a supportive, team-oriented environment. The Foundation prioritizes diversity in its hiring, promotion, compensation, and development practices, and is committed to ensuring that the organization is fully representative of the diversity of the nation we represent.

To apply for this position, please email your resume and cover letter to jobs@america250.org by August 1, 2021