

InterTribal Buffalo Council

Position Description: PROJECT DIRECTOR

CLASSIFICATION: Professional-Exempt

POSITION DESCRIPTION:

The Project Director is responsible for seeking and securing program funding and project development which reflects and supports the mission of ITBC. The Project Director will also lead the ITBC Herd Development Grant program and provide technical assistance to ITBC Member Tribes pursuing outside funding opportunities and project development relating to buffalo restoration. In addition, the Project Director will identify, coordinate, and help implement training and educational opportunities for ITBC Member Tribes pertaining to buffalo restoration. They will work closely with the Executive Director, Wildlife Biologist Director, and Fiscal Director in project development and implementation to ensure that project management and compliance are met as regulated by the Board of Directors, the ITBC financial policies, funding guidelines, and federal laws and regulations. The Project Director will report directly to the Executive Director.

PRIMARY RESPONSIBILITIES:

- Oversee and manage the Project Department, including supervisory management of Project Department staff.
- Responsible for identifying sources of funding and project development and implementation that supports the mission of ITBC.
- Work with ITBC staff and partners in identifying needs and challenges and designing projects and research opportunities related to buffalo restoration, conservation, and management. • Submit proposals, manage timelines and deliverables, prepare and monitor budgets, develop and submit grant reports (i.e. annual, interim, financial, final), and ensure prompt ITBC contract/grant compliance is met.
- Assist with all organizational budgets and works with the Executive Director on matters involving the budgets and financial position of the Organization.
- Responsible for the Herd Development Grant program, which includes recommendations on proposal process, funding allocation, grant management, and grantee compliance. • Assist with the development and administration of pass-through programs for ITBC Member Tribes which support the mission of ITBC.
- Provide technical assistance to ITBC Member Tribes in developing and securing funding for their buffalo programs, habitat management, and restoration activities.
- Assist ITBC Member Tribes in grant processes: development, submittal, implementation, monitoring, and reporting.
- Identify, coordinate, and help implement training and educational outreach for ITBC. • Seek ways to promote educational outreach and develop educational opportunities for youth pertaining to the mission of ITBC.
- Travel will be required at a minimum of 2 to 3 times per year.
- **Other duties as assigned.**

ITBC Position Description

Project Director – Updated 1/2024

EDUCATION AND EXPERIENCE REQUIREMENTS

Master of Science from an accredited college or university in natural resources, business, related field or a minimum of five years of specialized experience that provided knowledge of natural resource or program management principles and techniques.

Five years, or more, of specialized experience in grant development and management preferred.

Knowledge of and sensitivity to Native American wildlife management issues and concerns.

Working knowledge of Tribal and federal governments, Tribal treaties, agreements, laws, policies, and sensitive issues associated with the management of natural resources.

Knowledge of federal contract procedures and policies.

KNOWLEDGE AND SKILLS:

Must have the ability to organize and analyze available information and draw sound conclusions; communicate effectively and write clearly and concisely and in a logical sequence; present and promote departmental priorities, services and actions; and effectively plan and organize work activities and prioritize task completion to meet schedules and deadlines. Must have project management skills and excellent organizational skills. Must be able to use Microsoft Office Word, Excel, Access, and Power Point. Must have a valid driver's license.

SUPERVISED BY:

Reports directly to the Executive Director.

SALARY:

Exempt Position. Salary dependent upon experience, with a base of \$75,000 yearly. Benefits include employee health insurance, Paid Time Off, and retirement contributions.

****InterTribal Buffalo Council is an equal opportunity employer. The Organization does not discriminate by race, color, creed, national origin, age, religion, sex, marital status, sexual orientation, or disability, although the Organization provides an Indian preference for employment.*