



## Energy Program Manager Position Announcement

**Position:** Energy Program Manager

**Reports to:** Executive Director

**Status:** Full-time (1.0 FTE, Exempt, Permanent)

**Location:** Portland, Oregon, with opportunities for hybrid work if located within ATNI's region

**Compensation:** \$70,000 - \$95,000

**Closing Date:** April 12, 2024

### **About ATNI:**

Incorporated in 1953, Affiliated Tribes of Northwest Indians (ATNI) is dedicated to Tribal sovereignty and self-determination. ATNI represents 57 Tribal governments in the greater Northwest, including Alaska, California, Idaho, Montana, Oregon, and Washington. To learn more about ATNI, visit [www.atnitribes.org](http://www.atnitribes.org).

### **Position Overview:**

Affiliated Tribes of Northwest Indians (ATNI) is recruiting for an Energy Program Manager (EPM). The EPM will lead the development and maintenance of a multi-faceted program that assists ATNI member Tribes in building their capacity to enact best practices in renewable energy development. The EPM will collaborate with and develop positive relationships with members of our ATNI member Tribes, ATNI Energy Committee Chairperson(s), Government Agencies, and other partners. The position reports to the Executive Director (ED) of ATNI and will work in tandem with ATNI's Energy Innovator Fellow.

## Position Roles and Responsibilities

### **Outreach, and Partnership Building (25%)**

- Develop engagement and outreach strategies in coordination with ATNI member Tribes
- Maintain regular contact and visit ATNI's member Tribes throughout the year to keep apprised of ongoing energy development needs
- Provide technical assistance, benchmarking (standard setting), education, and training to ATNI member Tribes
- Develop effective partnerships with state and federal government experts, training providers, consortia and workgroups, and other organizations and partners that can assist members
- Establish and maintain mutual assistance networks and foster strategic alliances between ATNI, its member Tribes, state and federal government experts, and training providers

- Oversee ongoing communications via email, newsletter, website, social media, or other communication channels to share member Tribes' successes, and lessons learned, provide information about upcoming events, share resources, and respond to urgent needs

### **Program Development (20%)**

- Identify ongoing needs of ATNI Member Tribes around energy issues
- Develop a strategic vision for the ATNI Energy Program
- Develop specific programming and planned deliverables to address energy needs for ATNI Member Tribes
- Develop 5-year program plan that includes but is not limited to program offerings, timeline, budget, Tribal engagement plan, and staffing plan
- Work collaboratively with other ATNI programs to ensure effective and efficient programming

### **Administrative and Operations Support (15%)**

- At the direction of the ED, act as ATNI's primary contact for funders for the Energy Program, including maintaining regular communication on the progress of grants, projecting plans and expenses, gathering required information and testimonials, securing new resources, and managing the application and reporting process
- Manage Energy Program staff, fellows, or interns (when available), energy-related RFPs, and vendors and contractors
- Evaluate contractor performance and overall program effectiveness in terms of mission accomplishment, schedules and budget, quality, and technical competence
- Partner to execute ATNI events, including three annual conferences

### **Advocacy and Policy Analysis (10%)**

- Maintain a working knowledge of past ATNI energy-related Resolutions
- Assist in the analysis and development of energy policy and strategy
- Identify, research, and analyze current issues and trends that impact Pacific Northwest Tribes, and disseminate information as appropriate
- Annually, solicit and document feedback on the value of ATNI's services

### **Energy Committee Support (10%):**

- Work closely with ATNI Committee Chairs to coordinate logistics for the Committee at three annual ATNI Conventions and other meetings or events. Duties may include scheduling, drafting agendas, developing, compiling, and distributing materials, facilitating meetings, writing reports, and identifying the next steps
- Assist with drafting, editing, and submitting ATNI and National Congress of American Indians (NCAI) resolutions
- Ensure minutes and activities are documented accurately
- Facilitate and participate in special project committees and workgroups

### **Event Coordination (10%)**

- Work collaboratively with ATNI staff, Energy Committee, and ATNI members to develop and coordinate shared priorities, plans, and messaging responsive to the needs of member Tribes
- Develop and monitor program and event budgets
- Oversee and manage the once-annual Tribal Energy Summit

### **Fund Development (10%)**

- Identify new opportunities for funding to help build ATNI's Energy Program
- Work with ATNI staff to draft grant proposals, secure event sponsorships, and maintain ample support for the program
- Manage grants and expenditures of your program effectively to help build ongoing year-over-year support from funders
- Plan and communicate proactively with ATNI Executive, Financial, and administrative staff to ensure your program remains sustainable

## **Qualifications**

### **Position Requirements**

- Bachelor's or Master's degree
- Proven history of successfully planning and managing multiple projects in an autonomous role, particularly without ongoing supervision
- Ability to prioritize work tasks, and communicate effectively and proactively about program successes, challenges, and needs
- Experience in customer service, community organizing, scheduling, coordinating, and/or facilitating committees, initiatives, or events, and a willingness to dive into the details
- Mastery of Excel, Word, PowerPoint, Gmail, Sheets, Forms, Docs, and Zoom
- Working understanding of effective policy advocacy
- Previous experience fostering a collaborative workspace and managing projects with others
- Previous experience in a small nonprofit or in a position with a wide range of variable tasks *preferred but not required*
- Previous experience working for a federally recognized Indian Tribe or an inter-tribal consortium is *preferred but not required*
- Previous experience launching a multi-faceted advocacy, technical assistance, and training program is *preferred but not required*

### **Professional Attributes**

- General knowledge of Pacific Northwest-based Tribes and a working understanding of Tribal governments, cultures, customs, and histories
- Promotes a culture of respect, inclusion, and appreciation of diverse perspectives, backgrounds, and values, including respect for those with beliefs different from your own
- Strategic thinker
- Exhibits professionalism
- Exhibits curiosity, intentionality, and proactivity
- Effective problem-solver; anticipates roadblocks and mitigates them

- Excellent communicator; accepts and provides feedback
- Solution-oriented with a learning mindset
- Takes initiative, self-starter
- Is a team player and finds joy in the simple act of helping others

## Other Information

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin. ATNI reserves the right to observe Tribal preference as a standard hiring practice, as part of our mission is to promote and provide employment opportunities for Indian People from the Member Tribes of ATNI.

### **Work Conditions**

This is a regular, full-time exempt position based at ATNI's Portland office. Working hours are Monday through Friday, with occasional weekends and evenings. Regular lifting of 5-10 pounds is expected. Must maintain good attendance and regular communication, and be accessible and accountable to your colleagues. Employment is dependent upon the successful completion of a background check.

### **Travel**

The EPM will be required to travel to in-person meetings and will travel throughout ATNI's territory (Oregon, Washington, Idaho, Western Montana, Northern California, Nevada, and Southeastern Alaska) frequently and occasionally nationally. Travel for this position is estimated at 30% of the time. Employees receive mileage reimbursement and per diem allowances consistent with Federal rates.

### **Benefits**

Benefits include access to 100% employee-only employer-paid medical, paid holidays, paid vacation, and a 401(k) retirement option.

## How to Apply

To apply, please submit the following as a single PDF document to [humanresources@atntribes.org](mailto:humanresources@atntribes.org) by 04.12.24. Please put "Energy Program Manager" in the subject line.

- A cover letter that addresses the position requirements and presents any other characteristics that you would like to highlight for consideration
- Current resume

To apply by mail, please send materials postmarked by the deadline to:

- 407 NE 12<sup>th</sup> Ave., Portland, OR, 97232

The anticipated start date for this position will be in May 2024.