

## CAREER OPPORTUNITY

**Position:** Operations & Administrative Manager

**Reports to:** Executive Director

**Schedule:** Full-Time

**Job Type:** Exempt, Salary

**Location:** Remote

**Compensation:** \$55,000-\$65,000 Depending on experience and qualifications

**Benefits:** Eligible for Benefits, including medical, dental, paid time off, parental leave, and more

**Start Date:** Immediately

### POSITION OVERVIEW

We recognize that we are all related, interdependent, and that our collective voice is powerful and necessary to ensure a world where our future generations can thrive. We believe that Indigenous knowledge and ways of being must guide us in developing and implementing solutions to address the issues our communities currently face. [Visit our website to learn more about our values.](#)

We are seeking an Operations and Administrative Manager to support the day-to-day systems and infrastructure that allow Native Ways Federation to do its best work. Working closely with the Executive Director and across all staff, this position will manage the operational, technology, and administrative functions that keep NWF running — from vendor relationships and financial administration to IT systems.

We recognize that operations leadership in a growing nonprofit requires adaptability, sound judgment, and a commitment to continuous improvement. Native Ways Federation seeks a resourceful and organized leader who enjoys building systems, improving processes, solving problems, and creating the organizational infrastructure that allows our team and mission to thrive.

This role owns a wide range of organizational functions, including technology and systems administration, database and records management, board and executive support, and compliance. This position will take on increasing ownership of NWF's operational backbone to help ensure our organization remains stable, efficient, and well-positioned to grow its impact.

This role provides leadership across organizational operations, including technology and systems administration, financial administration, human resources coordination, board and executive support, compliance, and organizational infrastructure. As Native Ways Federation continues to grow, the Operations & Administrative Manager will play an essential role in strengthening organizational capacity, supporting staff success, and ensuring the organization remains efficient, resilient, and well-positioned for the future.

## **ABOUT US**

In 2008, several national Native-led nonprofit organizations founded Native Ways Federation (NWF) to activate and expand informed giving to nonprofits in Indian Country through donor education and advocacy. In March of 2020, Native Ways Federation hired its current Executive Director and has since grown to a team of six. Our active founding organizations (whose leadership makes up our Board) are: American Indian College Fund, American Indian Science and Engineering Society, Association on American Indian Affairs, First Nations Development Institute, National Indian Child Welfare Association, and Native American Rights Fund.

Native Ways Federation is positioned at the forefront of change. Our relationships with Native-led nonprofits, philanthropy, philanthropy-serving organizations, and others allow us to influence and bridge the gap between these stakeholders and disrupt the “business as usual” models embedded in this Sector.

We recognize that everything and everyone comes into this world with gifts to contribute. We honor those gifts by acting responsibly toward one another. For our employees, this means offering generous and comprehensive benefits, including medical and dental insurance for individuals or families, paid time off through personal time, retirement plan with employer contributions and matching, health and wellness time, holidays, and 6 weeks of paid medical or family leave. We also offer professional and cultural development opportunities to strengthen skills and cultural connections.

Learn more about joining our team at Native Ways Federation, including current openings, employee benefits, and background on our organization at [www.nativeways.org/careers](http://www.nativeways.org/careers)

Native Ways Federation is an equal opportunity employer and prohibits discrimination or harassment against current or potential employees.

## **PRIMARY DUTIES AND RESPONSIBILITIES**

### **Organizational Operations & Administration**

- Oversee daily organizational operations and identify opportunities to improve operations through efficient and effective internal systems, communication, and workflows.
- Develop, implement, and maintain operational policies, procedures, and organizational systems that support staff and organizational goals.
- Coordinate organizational logistics including vendor relationships, contracts, and office administration needs.
- Coordinate team meetings, retreats, and travel with support from other staff,
- Support organizational planning processes, annual workplans, and cross-department coordination.
- Maintain organizational records, files, and documentation systems with a high level of confidentiality and accuracy.

### **Financial Operations**

- Coordinate day-to-day financial administration in partnership with the Executive Director and external accounting partners.
- Assist with budgeting, expense tracking, invoice processing, grant documentation, and financial reporting processes.
- Help ensure compliance with organizational policies, grant requirements, and nonprofit operational standards.
- Manage contracts, subscriptions, insurance renewals, and operational vendors.

### **Technology & Systems Management**

- Manage organizational technology systems, software platforms, and IT support relationships.
- Help ensure staff have functional and accessible tools, systems, and operational support needed for their work.
- Support data management, responsible cybersecurity practices, and internal communications systems.

### **Human Resources & Staff Support**

- Coordinate employee onboarding, offboarding, and personnel administration while ensuring a positive employee experience.
- Coordinate benefits administration, payroll support, staff policies, and professional development logistics.
- Help cultivate a healthy, collaborative, and culturally grounded workplace that prioritizes staff wellbeing and sustainability.
- Support implementation of organizational policies and employee handbook procedures.

### **Other Duties**

- Assist with special projects managed by the Executive Director

- Provide administrative support and ensure continuity of essential organizational operations as needed.
- Identify and undertake professional development and training opportunities.
- Other duties as assigned.

### **REQUIRED QUALIFICATIONS**

- Minimum 4 years of professional work experience in the nonprofit and/or philanthropic sector.
- Experience working with Native-led organizations, Tribal nations, and/or Native businesses.
- Intimate knowledge of Native communities and culture.
- Strong organizational and project management skills with the ability to manage multiple priorities and deadlines.
- Experience supporting nonprofit operations, administration, and utilizing multiple organizational systems.
- Proficiency with nonprofit technology platforms; experience with or ability to quickly learn CRM, project management, and communication tools.
- Strong written and verbal communication skills.
- Demonstrated ability to handle confidential information with discretion.
- Demonstrated ability to work independently and collaboratively in a remote or hybrid work environment.

### **PREFERRED QUALIFICATIONS**

- Bachelor's degree in Nonprofit Management, Business Administration, public administration, or another related field
- Familiarity with financial operations, and compliance in a nonprofit setting.
- Experience with NeonOne, Asana, Microsoft 365, or Google Workspace administration.

### **PHYSICAL REQUIREMENTS**

This position requires extended periods of computer and screen use.

Occasional travel may be required for meetings and events in alignment with organization health and safety policies.

### **HOW TO APPLY**

Submit the following items to this link:

1. Up-to-date resume
2. Brief cover letter describing your interest and relevant experience

Applications will be accepted and reviewed on a rolling basis until the position is filled. American Indians, Alaska Natives, and Native Hawaiians are strongly encouraged to apply.

