



The National Native American Boarding School Healing Coalition

Title: Director of Research and Programs

Job Type: Full-Time, Exempt

Location: Minneapolis, MN

June 1, 2019—JOB ANNOUNCEMENT for Full-Time DIRECTOR OF RESEARCH AND PROGRAMS

Do you have a demonstrated commitment to indigenous-led research? Come work for the only national Native coalition focused on truth telling, advocacy, and research about Indian boarding school history. We're seeking a dynamic experienced Director of Research and Programs for our boarding school healing efforts in the U.S.

About Us

Organizational Structure

The National Native American Boarding School Healing Coalition (NABS) is a 501(c)3 non-profit organization, incorporated in June 2012 under the laws of the Navajo Nation. NABS as an organization was conceptualized at a grassroots level at a national symposium in 2011 which included leaders of the Canadian Truth and Reconciliation Commission. The Native American Rights Fund was our fiscal sponsor from 2012-2015. Today, we are a staff of 2 and a board of 9 with over 100 coalition members composed of Native and Non-Native individuals and organizations committed to boarding school healing.

VISION

Indigenous cultural sovereignty.

MISSION

To lead in the pursuit of understanding and addressing the ongoing trauma created by the US Indian Boarding School policy.

Current Programs

NABS currently manages several programs. Following are some of our current programmatic activities:

- **Education** – Research and analysis of U.S. boarding school records and impacts; curation and administration of online resource database and development of digital archive; creation and dissemination of online and print resources and academic articles highlighting truth, justice, and healing for boarding school impacts in the U.S.
- **Advocacy** – Partnership with tribal governments to advocate truth-telling and acknowledgement from churches and federal/state governments about boarding schools; UN Filing on children who went missing at boarding schools in partnership with tribes and Native orgs; support for repatriation of remains from boarding school cemeteries.
- **Healing** – Healing Voices digital story collection to help raise awareness about boarding school impacts and highlight stories of hope and resiliency; boarding school healing gatherings, presentations, and conferences; ongoing partnership with Native communities and national partners for healing efforts.

Visit www.boardingschoolhealing.org for more information.

Full-Time Position of Director of Research and Programs

Job Description

The Director of Research and Programs will report directly to the Executive Director and assist with all aspects of running programs (research, tribal engagement, member engagement, et al), development, and communications for NABS' mission work. NABS' Director of Research and Programs will engage in communication and collaboration with coalition members, tribal governments, and other Native American groups and organizations, various federal



agencies and government officials, various church denominations, researchers and other experts in trauma, healing, and community relations to further our analysis of boarding school records and impacts. The Director of Research and Programs will use their proficiency in research, communication, networking, and writing skills to produce impactful project deliverables; further NABS's programs in education, advocacy, and healing; and effectively help to accomplish the Coalition's mission through their contributions.

Qualifications

Must Have:

- 5-7 years' experience working with Tribal communities and/or at a Native American organization.
- 5-7 years' management experience and understanding of non-profit sector.
- Post-graduate degree (or equivalent work experience)—specifically, experience with academic and/or professional research related to Native American issues.
- Experience with archival resources and basic technical knowledge of digital archives.
- Experience with non-profit finance, federal and foundation-based grant writing, and reporting.
- Experience with managing and tracking budgets and understanding of financial reporting.
- Evidence of success (e.g., project samples and references) with a broad range of communication to include cross-sector and cross-cultural engagement.
- Knowledge of and ability to articulate American Indian and Alaskan Native Boarding School history, legacy, and impacts of the schools on Native Americans today.
- Proficient computer skills, mastery of MS Office and basic Adobe software, thorough attention to detail, and ability to work on self-directed basis.
- Must be available to work occasional nights and weekends and travel 20-30% of the time, depending on programmatic activities at various times of the year.

Nice to Have:

- PhD or EdD related to Native American issues as well as published scholarly articles, etc.
- Experience motivating and managing others.
- Experience working in Salesforce or willing to learn.
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Job Duties

- Work closely with Executive Director and contractors for the planning, executing, and reporting of various programmatic activities and research (see "Current Programs" section).
- Manage program staff and ensure engagement and contributions through staff, Research Advisory Council, and volunteers.
- Facilitate Tribal and membership engagement, community outreach, meetings, conferences, and events.
- Conduct and oversee archival and web research on U.S. Indian boarding schools, organize findings, and create educational materials based on new research.
- Plan, secure funding, and implement qualitative and quantitative research-based projects related to U.S. Indian boarding schools.
- Assist with NABS education and outreach such as writing blogs, articles, and publications as well as conducting webinars, speaking engagements, et al.
- Budget, track, identify and apply for funding for and report programmatic and development revenue and expenses.

Great position for someone who wants the opportunity for meaningful work in Indian Country with ample



opportunity for promotion and career growth. 90-day probationary period will apply for the successful candidate. Salary range of **\$60,000—\$80,000 with, PTO, full benefits, and 401(k)**. Salary will be commensurate with experience.

Application Process

All applications will be received via email. No phone calls or snail mail.

Applications must include the following **all in one** PDF file:

- Cover letter
- Resume/Curriculum Vitae
- Salary history
- Three professional references w/ email and phone number

E-mail applications to:
cmcleave@nabshc.org

Subject Line: LAST NAME,
Director of Research and
Programs

Application deadline is
FRIDAY, July 19, 2019
at 11:59 p.m., CDT