



TREES, WATER & PEOPLE

Helping people and the planet

633 Remington Street • Fort Collins, CO 80524 • 877-406-4TWP • www.treeswaterpeople.org

National Director

Full-time salaried position, Non-exempt

Post date: April 14, 2017

SUMMARY OF POSITION

The *Tribal Renewable Energy Program* is the main domestic effort of the nonprofit organization, Trees, Water & People (TWP). TWP jointly manages the **Red Cloud Renewable Energy Center (RCREC)**, on the Pine Ridge Reservation in South Dakota, with our primary program partner *Lakota Solar Enterprises (LSE)*.

RCREC is a training facility that includes the **Solar Warrior Farm (SWF)** and the **Sacred Earth Lodge (SEL)**, which houses trainees and other visiting groups from throughout the United States. Trainings hosted at the RCREC are hands-on, and cover topics including renewable energy, reforestation, natural building, food sovereignty, and entrepreneurship. Our primary focus is to transfer marketable skills to current and future Native American leaders and youth across the Great Plains.

The National Director provides overall planning, leadership, and management of TWP's *Tribal Renewable Energy Program*. They are a key fundraiser for the program, and manage National Program staff, interns and volunteers to ensure that the program meets its objectives. They closely monitor, evaluate, and report on program activities and control program expenditures in accordance with the program budget. They will also be expected to develop and manage *new* programs in the United States, with a focus on partnership building, trust, and a community-based development philosophy.

The ideal candidate is a team player who can coordinate with a small, talented, and hard-working home office staff, while executing plans, visions, and activities with program partners and beneficiaries.

Background of Trees, Water & People:

Trees, Water & People is a Colorado non-profit organization that believes conservation should do more than just protect the environment – it needs to create new economic opportunity for local people. Since 1998 we have designed and implemented high impact development and conservation projects with communities throughout Central America, the Caribbean, and on U.S. Tribal Lands.

Background of Lakota Solar Enterprises:

TWP helped our Lakota partner, Henry Red Cloud, create Lakota Solar Enterprises in 2006, as the first 100% Native American owned renewable energy business. Since then, they have created and presented scores of renewable energy and sustainable building workshops and demonstration projects for Native Americans, co-built the Red Cloud Renewable Energy Center with TWP and manufactured and/or installed more than 1,000 solar furnaces for tribal families.

SUPERVISION

The National Director is supervised directly by TWP's Executive Director.

ESSENTIAL JOB FUNCTIONS

Manage TWP's Tribal Renewable Energy Program (50%):

- Organize, advertise, and fund capacity building workshops for Native Americans, including topics such as renewable energy deployment, natural building techniques, food sovereignty, reforestation, and business development
- Co-manage the RCREC with Lakota Solar Enterprises (LSE) Proprietor, Henry Red Cloud
- Assist in the management of LSE and maintain excellent communication with Proprietor
- Provide administrative support and guidance as needed for the Solar Warrior Farm and the use of the Sacred Earth Lodge
- Distribute renewable energy systems to Native American families
- Make frequent trips to the Pine Ridge Reservation, including occasional weekends, to maintain high engagement and continuity in TWP's various projects
- Schedule and arrange travel for TWP and LSE leadership to conferences, speaking engagements, and workshops
- Schedule and arrange media contacts including magazine, newspaper, radio, and TV interviews
- Manage the TWP and LSE's Tribal Program calendar of activities
- Organize and lead volunteer trips to the Pine Ridge Reservation
- Travel to, work with, and develop relationships with additional tribes, tribal entities and individual tribal members and other TWP Tribal program partners

General Operations and Fundraising (25%):

- Work with TWP marketing staff to represent and promote the National Program by providing fresh content for all tribal program related websites, newsletters, reports, marketing collateral, and blogs
- Assist in various TWP fundraising efforts, including working with TWP development staff to provide requested content for grants, donor presentations, proposals, or fundraising campaigns
- Cultivate donors and work with funding agencies and their representatives
- Work with Executive Director and Finance Director to develop and execute annual budget for the National Program
- Report on the progress of the National Program to the Board of Directors and Board committees

Develop and Expand TWP National Program (25%)

- Hire, manage and grow National Program staff, partners, interns and volunteers
- Develop and manage *new* TWP programs within the United States
- Travel to promote our work and to develop *new* tribal relationships
- Other tasks as assigned

REQUIRED SKILLS & EXPERIENCE

- 2+ years of experience working with Native American cultures and communities in the United States (Great Plains and Southwest experience preferred)
- Master's Degree or Bachelor's Degree
- Minimum of five years (via paid work, volunteer, and/or life experience) of project development experience in the nonprofit sector (or related area), with an understanding of the challenges faced by Native Americans in the United States
- Demonstrated fundraising success

REQUIRED SKILLS & EXPERIENCE (continued)

- Staff management and nonprofit administration experience
- Dedication to natural resource protection and awareness of Native American cultural issues
- Previous work history managing multi-organizational/collaborative projects
- Experience developing and managing budgets
- Must be able to travel, including occasional weekends
- High quality, versatile professional writing skills including grant writing
- Excellent verbal communication
- Ability to work well with different cultures
- Proficiency in Microsoft Office programs including Word, Outlook, and Excel
- Must be able to drive stick-shift vehicles

REQUIRED PERSONALITY TRAITS

- Investment in TWP's overall mission and program goals
- Long-term interest in working in the nonprofit, renewable energy, and/ or environmental sector
- Persistent, focused and organized self-starter with excellent time-management skills
- Capable of working independently *and* in team settings
- Confident, high-energy professional with the courage to take calculated risks and bold decisions
- Flexible multi-tasker, capable of filling a pipeline with diverse new opportunities
- Detail-oriented

POSITION LOCATION

This position is located at the Trees, Water & People office in Fort Collins, Colorado with significant vehicular out-of-state travel from April to November.

BENEFITS & COMPENSATION

- Comprehensive medical and dental health plan paid 100% by the company
- Salary range: \$40,000 - \$43,000 DOE, full-time, non-exempt
- 10.5 days of annual paid holiday, 2-4 weeks of annual paid vacation and up to six weeks of paid sick leave depending on length of employment, one week paid bereavement leave
- Retirement: after three years of employment, company matches 5% of your gross salary into an investment plan of your choice within Vanguard
- A small professional development allowance for trainings, conferences, meetings, etc.
- We are a small staff of 9, and we believe in work-life balance and a close-knit team!

TO APPLY:

This position is open until filled; applicants are encouraged to apply as soon as possible. To apply, please email your resume, and a 1 page cover letter to Gemara Gifford at gemara@treeswaterpeople.org.

Required Skills must be addressed in your application, including previous experience working with Native American communities in the United States. Please also tell us where you found the job posting.

Please - No phone calls.

TWP is an equal opportunity employer.