



InterTribal Buffalo Council
520 Kansas City St, Suite 300
Rapid City, SD 57701
Phone: (605) 394-9730
Fax: (605) 394-7742
www.ITBCBuffaloNation.org

Intertribal Buffalo Council

Position: **Southwest Regional Conservation
Partnership Program — Project
Director**

POSITION DESCRIPTION:

The Project Director will manage the Intertribal Buffalo Council NRCS-Regional Conservation Partnership Program (RCPP) to provide program services to Tribal buffalo managers and programs who are interested in and enrolled in the RCPP program. The RCPP program is a Natural Resource Conservation Service (NRCS) program. The Southwest RCPP Region includes Tribes within the following states: NM, AZ, CO, and UT. The Southwest RCPP grant is a 5-year grant, ending in 2030. This position is expected to travel a minimum of three times per year for RCPP-related events. This is a full-time, contractual position.

PRIMARY RESPONSIBILITIES:

- Responsible for the Northern Great Plains RCPP Grant program, which includes making recommendations on proposal process, funding allocation, grant management, and grantee compliance.
- Work on project development, implementation, and administration to ensure that project management and compliance are met as regulated by the ITBC Board of Directors, the ITBC financial policies, funding guidelines, and federal laws and regulations.
- Assist ITBC member Tribes with their goals of Buffalo restoration and/or expansion through overseeing the Regional Conservation Partnership Program (RCPP), including:
 - Develop agreements with Tribal Buffalo programs, contributing partners, and contractors;
 - Manage NGP RCPP staff, RCPP Project Coordinator, and Technical Service Assistant;
 - Assist and track data with recruitment and enrollment;
 - Oversee management of data systems to track program and Tribal member performance; track member Tribe data, including but not limited to number of buffalo, acres of range, unmet needs, and project implementation.
 - Completing and managing NRCS administrative forms and requisite governmental forms for Buffalo projects that are enrolled in the RCPP program;
 - Assist in reporting to ITBC Membership and NRCS on the RCPP project with the RCPP Coordinator and Technical Service Assistant;
 - Make grant and budget amendments if needed;
- Participate in training related to the RCPP project and related services.
- Work with USDA-NRCS Tribal Liaisons and Tribal Historic Preservation Offices (THPO),

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Bureau of Indian Affairs (BIA), and other relevant staff.

- Communicate with Tribes on program eligibility and other participation in USDA-NRCS programs, such as ITBC- Advancing Markets for Producers (AMP), Environmental Quality Incentives Program (EQIP), and others.
- Work closely with the RCPP Project Coordinator and the Technical Service Assistant in identifying needs and challenges with the RCPP program.
- Provides reports to the ITBC Board of Directors, member Tribes, and Executive Director.
- Other duties related to RCPP.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's degree required from an accredited University or college.
- Five years or more of total specialized experience in grant development and management.
- Knowledge or understanding of USDA Natural Resource Conservation Service programs, practices, field forms, and programs preferred.
- Knowledge of and sensitivity to Native American wildlife management issues and concerns, with a respect for principles of tribal sovereignty.
- Knowledge of federal contract procedures and policies.
- Familiarity and working knowledge of Tribal Governments, Treaties, legal structures, and sensitive issues associated with the management of natural resources.

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 tribal restoration priorities, services and actions; and effectively plan and organize work activities and prioritize task completion to meet schedules and deadlines. Must be able to use Microsoft Office Word, Excel, Power Point, and capacity and willingness to develop knowledge in other computer tracking systems. Must be at least 18 years or older with a valid driver's license.

SUPERVISED BY:

Reports directly to the ITBC Executive Director.

SALARY:

Salary dependent upon experience, with a base of salary of \$83,200 - \$124,800.

****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.****

Internal Checklist

ITBC Position Description Approved by Board - MONTH XX, XXXX

Executive Director Review of Job Description – MONTH XX, XXXX

Date Added to Staffing Plan:

Date Integrated into Chain of Command: MONTH XX, XXXX

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