Immediate Opening

Deputy Director of Public Health Policy and Programs

The National Indian Health Board (NIHB), a national nonprofit dedicated to American Indian and Alaskan Native health representing the 574+ federally recognized Tribes nationwide, has an immediate opening for a full-time Deputy Director in our Public Health Policy & Programs department. This position is based in Washington, D.C.

Position Summary
The Deputy Director is responsible for managing and monitoring project activities; identifying and responding to our funders and contractors’ needs; and facilitating contracting processes. The Deputy Director will perform a wide variety of complex technical, management, financial and administrative tasks. The Deputy Director must demonstrate a strong background in project management, administrative, and financial management principles and practices, including managing governmental contracts and procurement.

The Deputy Director will report to a Director. Work at this level requires substantial knowledge in the designated area, with both the conceptual understanding and sufficient professional experience to work on complex assignments with minimal supervision.

Unit Specific Information
The Deputy Director will support the establishment and maintenance of core priorities and organizing framework; communicate the vision of the team’s work to both internal and external stakeholders; identify opportunities to strengthen existing areas of focus and develop new lines of work by collaborating across the organization, including with other program areas; play a leadership role in the department as a member of PHPP’s management team; and enhance relationships with external stakeholders including government agencies and representatives from the nonprofit, private, and academic sectors.

Competencies and Expectations

- **Mission Focus** -Dedicated to meeting the expectations and requirements necessary to fulfill the organization's mission, vision, and strategic plan; Gets first-hand information and uses it for improvements in products and services; Acts with the mission in mind; Establishes and maintains effective relationships with others and gains their trust and respect; Displays respect and knowledge of Tribal sovereignty and the diversity of Tribal nations.

- **Integrity & Trust** - Widely trusted; Seen as a direct, truthful individual; Presents the unvarnished truth in an appropriate and helpful manner; Keeps confidences; Admits mistakes; Doesn't misrepresent him/herself for personal gain.
• **Interpersonal Relationships** - Can quickly find common ground and solve problems for the good of the organization; Can represent his/her own position-specific interests and yet be fair to other groups; Can solve problems with peers with minimal disruption; Is seen as a team player and is cooperative; Easily gains trust and support of peers; Encourages collaboration; Can be candid with peers while still being respectful; Approaches the work with political and cultural acumen around American Indians and Alaska Natives.

• **Communicates Effectively** - Is effective in a variety of communication settings: one-on-one, small and large groups, or among diverse styles and position levels; Practices active listening; Adjusts to fit the audience and the message; Provides timely and helpful information to others across the organization; Encourages the open expression of diverse ideas and opinions; Proactively engages during meetings, events, and other forums.

• **Action Oriented** - Consistently works hard and strives for efficiency and accuracy; Takes on new challenges; Is quick to take initiative and sees tasks through to completion; Seizes opportunities as they present themselves.

• **Priority Setting** - Spends his/her time and the time of others on what's important; Approaches assignments in order of importance and in consideration of pending deadlines; Can quickly identify what will help or hinder achieving a desired outcome, and alters strategies accordingly; Works to eliminate roadblocks.

• **Functional/Technical Skills** - Demonstrates the functional and technical knowledge and skills (e.g. writing, financial, systems, etc.) necessary to successfully fulfill position responsibilities at a high level of accomplishment; Demonstrates a high level of proficiency in the necessary common and technical knowledge areas required for the position.

**Position-Specific Duties**

• Provides overall leadership and strategic direction for long-term planning related to their specific public health portfolio.

• Represents their department and ensures collaboration across organization to maximize NIH’s operational effectiveness and value added.

• Coaches and mentors team members and provides opportunities for professional development.

• Ensure fiscal requirements and accountability related to their department are met.

• Identifies and implements national, state, and local, strategies that support the advancement of Tribal health issues. Ensures NIH is recognized as a leader in promoting, supporting, and advancing issues related to Tribal health issues.

• Substantially contributes to advancements in public health practices especially as it relates to Tribal public health issues.

• Represents NIH at national, state, and local meetings on issues related to Tribal health issues.

• Serves on national advisory committees and workgroups as it relates to Tribal health issues.

• Maintains and continuously grows network of public health experts who can serve as assets to NIH.
• Collaborates with Director of Public Health Policy & Programs and Director of Grants and Programs Compliance in identifying, assessing, and pursuing potential business opportunities that align with NIHB’s overall mission and vision.
• Develops and expands consulting services related to assigned Tribal health issues.
• Assists the Director of Public Health Policy & Programs, senior leadership team, or Executive Team in other matters as assigned.

Education/Knowledge/Skills/Abilities

- Master’s degree in relevant professional field with a minimum of 5-7 years relevant work experience working with Tribes or Tribal organizations; or equivalent combination of education and experience working with Tribes or Tribal organizations required.
- Certification in a relevant field preferred.

Knowledge

- Knowledge of a broad range of public health issues and policies at the local, state, and/or federal level related to Tribal health.
- Strong understanding of cooperative agreement, grant management, budget management, and contract processes.
- Knowledge of business development practices.
- Knowledge of association or membership organization environments
- Intermediate knowledge of Microsoft Office programs, specifically Word and Excel.

Skills

- Advanced grant and cooperative agreement development and management skills
- Advanced budget management skills
- Strong program evaluation skills
- Strong organizational skills
- Excellent writing skills
- Excellent oral and interpersonal communication skills
- Excellent analytical skills
- Strong attention to detail

Abilities

- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or government regulations.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, Tribal audiences, federal partners, and other stakeholders.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to provide effective coaching and constructive feedback to enhance the job performance of others.
• Ability to establish effective working relationships with diverse groups and interact effectively with co-workers, Tribal stakeholders, partner agencies, funders, and other external stakeholders.
• Ability to handle sensitive and confidential information in a professional manner.

Important Information
• NIHB offers a generous telework option with staff required to work within our DC office at least 1-2 days per week based upon position responsibilities.
• The selected candidate must be a resident of the Washington, DC – Maryland – Virginia (DMV) area within 30 calendar days of their start date.
• Post-COVID, this position is expected to travel up to 25% of the time, on average, annually.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• Frequently required to sit.
• Frequently required to talk or hear.
• Occasionally required to walk.
• Occasionally required to reach with hands and arms.
• Occasionally required to bend, lift, and climb stairs.
• Occasionally required to lift light weights (less than 25 pounds).
• Occasionally required to travel, up to 25% of the time.

Work Environment
The noise level in the work environment usually is moderate.

Job Classification
• Full-time Exempt

Salary Range
$95,000 - $110,000

Selection Process
Mandatory Vaccination Policy: As a Public Health organization, NIHB follows CDC guidelines and advisories relating to the health of all. NIHB has adopted a mandatory vaccination policy applicable to all NIHB employees to safeguard the health of our employees from the hazard of COVID-19.
Qualified candidates are invited to send your cover letter, resume, and one writing sample to jobs@nihb.org. Cover letter must be specific to the position, and address why you would be a good fit for NIHB and the amazing work we do. Email subject line should include your name and the position for which you are applying.

Applications are reviewed on a rolling basis until a qualified candidate is selected.

NIHB offers an excellent benefits package, including but not limited to:
- Medical, dental, and vision coverage with premiums fully paid by NIHB
- 401(k) plan with 10% company match
- Annual leave and sick leave
- Federal holidays

NIHB is an equal opportunity employer and does not discriminate on the basis of color, race, religion, national origin, political affiliation, marital status, disability (physical or mental), age, sex, gender identity, sexual orientation, genetic information, status as a parent, membership or non-membership in an employee organization, veteran status, or any other non-merit factor.