



Tribal Agriculture Fellowship
Est. 2021

Executive Director

Native Agriculture Education Fellowship Program

Job Type: Full-time, exempt

Location: Remote

Salary: ~\$80,000 (commensurate with experience)

Organization Description

The Native Agriculture Education Fellowship Program (NAEFP) is a nonprofit registered in North Dakota. NAEFP manages the Tribal Agriculture Fellowship (TAF). TAF will award fellowships to Native students pursuing technical, undergraduate, and graduate degrees in agriculture with the goal of strengthening the flow of Indigenous professionals into tribal agriculture. NAEFP is supported by – but separate from – the Native American Agriculture Fund (NAAF), a private charitable trust investing in Native farmers and ranchers through strategic grants throughout Indian Country.

Position Description

The Tribal Agriculture Fellowship is a full-service, multi-year fellowship for Native American, Alaska Native, and Native Hawaiian post-secondary students studying agriculture and related fields. We are seeking an exceptional Executive Director (ED) to launch the program and set a strong foundation for the success of future Tribal Ag Fellows. The ED will set the strategy and guide the development of TAF. The ED is responsible for financial management, grant compliance and fundraising; external relations with private funders, educational institutions, and other partners; fellow recruitment, selection, and enrichment; policy alignment with tribal, state, and federal financial aid regulations; management of other NAEFP employees; and support of the board of directors.

We seek candidates who will be a visionary for the Tribal Agriculture Fellowship. Candidates must have a strong interest in the intersection between agriculture and Native communities with excellent program management skills and experience working with students pursuing higher education. Those who have experience working directly with Native students in agriculture are encouraged to apply. The position will be housed within NAEFP and have strong engagement with NAAF and other funders.

Responsibilities and Duties

- Lead development, launch and execution of the Tribal Agriculture Fellowship
- Recruit rising and current technical, undergraduate, and graduate level students to apply to TAF by promoting the program to students and their families/advisors/counselors
- Coordinate the competitive fellow selection process by designing application forms, developing evaluation rubrics, and facilitating the actions of the selection committee
- Manage the dissemination of award letters to fellows and coordinate financial assistance with their educational institutions consistent with relevant policies
- Promote professional development of Tribal Ag Fellows through cohort building, tribal agriculture competence training, and valuable internships/co-op opportunities
- Coordinate the review of and action on case-by-case exceptions to fellowship policies
- Develop annual budget projections in cooperation with NAAF based on historical rates of retention, anticipated enrollments of new students, and other factors
- Support NAEFP team members in executing their responsibilities and duties
- Nurture effective partnerships with grantors, private funders, and other mission partners
- Follow scholarship and financial aid policies and adhere to professional and ethical standards established by relevant professional organizations, such as the American Association of Collegiate Registrars and Admissions Officers (AACRAO) and the National Association of Student Financial Aid Administrators (NASFAA).
- Contribute to a work environment that encourages knowledge of, respect for, and development of skills to engage with people of other cultures or backgrounds
- Track developments and conversations in the field of agriculture higher education by self-directed professional reading, networking with professional peers, attending professional development courses, and attending training and/or courses as required

Qualifications

- Strong familiarity with food and agriculture systems in Native communities
- Experience working with Native students pursuing technical, undergraduate, and graduate degrees and supporting their post-graduation career plans
- Excellent verbal and written communication skills, including the ability to make effective presentations before large groups of students and parents/support systems
- Knowledge and appreciation for issues related to the recruitment and retention of a diverse cohort of fellows
- Knowledge of laws and regulations regarding scholarships and student financial aid
- Strong organizational management skills and fluent use of Microsoft Office products and ability to learn other applications quickly
- Strong collaborative skills in a diverse and inclusive working environment

Education and Experience:

- Bachelors required, masters preferred, in agriculture and/or higher education administration
- Five or more years of experience directly relevant to the position as described

Application Process

1. Go to <https://www.grantinterface.com/Home/Logon?urlkey=naaf>
2. Select 'Create New Account' and fill out the registration form.
 - a. We use this system for grant-making as well, so some of the questions serve dual purposes.
 - i. Enter your full legal name for Organization Name.
 - ii. Enter "00-0000000" for EIN.
 1. Disregard the warning that says that number is already in use.
 - iii. Enter "Executive Director Candidate" for Business Title.
 - iv. Select "Yes" for Organization Signing Authority.
3. From the Applicant Dashboard, click "Apply" in the top left area of the page.
4. Enter the code "Careers" in the top right area of the page. Click the blue "Apply" button to start your application for Executive Director.
5. Be sure to click the blue "Submit" button to send your application to NAAF for review.
6. You may reach out to Sandy Martini at smartini@nativeamericanagriculturefund.org with questions.

EEO Statement

All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, religion, natural origin, sex, age, genetic information, or physical or mental disability. In addition, NAEFP is committed to providing equal employment opportunities for all employees and applicants without regard to marital status, sexual orientation, gender identification, political affiliation, personal appearance, family responsibilities, matriculation, tribal membership, or any other characteristic protected by federal, state, or local laws.