

## AANIHH NAKODA COLLEGE POSITION DESCRIPTION

**Position:** Program Director, Buffalo Research and Education Center

### **General Description:**

[Aaniiih Nakoda College \(ANC\)](#) is seeking a dynamic and experienced **Program Director** for the [Aaniiih Nakoda ʔíítaanóónʔí /Tatága \(Buffalo\) Research and Education Center](#) to oversee its operations and lead the development of research, education, and community outreach programs. The Program Director will manage staff and resources, coordinate communications with ANC's Executive Team and external funders, and support educational efforts within the ANC Ecology Program. The Program Director maintains a regular in-person presence on campus, this is not a remote position. This role also involves mentoring Center interns and building institutional capacity for conducting research that informs the sustainable management of bison and critically endangered grassland ecosystems –all in collaboration with both Tribal and external partners, including Fort Belknap Fish and Wildlife, the Smithsonian Institution and World Wildlife Fund. The ideal candidate will bring strong leadership, organizational, and communication skills and a deep commitment to working collaboratively with Native American communities in the Northern Great Plains. **Benefits:** Paid holidays, health, dental, and vision insurance, 401K, life insurance.

**Responsibilities:** Under the supervision of the Dean of Academic Affairs and the Director of Sponsored Programs, the Program Director shall be responsible for the following:

#### *1. Program Management and Staff Oversight:*

- Oversee day-to-day operations of the Buffalo Research and Education Center, ensuring effective implementation of all research, conservation, and education initiatives.
- Supervise and mentor all Center staff, including student interns, fostering a collaborative and productive work environment.
- Develop and manage the annual work plan for the Center, ensuring alignment with ANC's mission and strategic priorities.
- Facilitate the integration of research activities with teaching and community outreach programs.
- Facilitate regular weekly/bi-weekly in-person meetings with Center staff and interns.

#### *2. Communication and Reporting:*

- Serve as the primary point of contact between the Buffalo Research and Education Center, ANC's Executive Team, and external partners.
- Prepare and deliver regular written reports and program updates to stakeholders, including the Executive Team, tribal partners, and funding organizations.
- Coordinate communication efforts between the Center and local tribal communities, ensuring transparency, accountability, and cultural relevance in all activities.
- Represent the Center in meetings, conferences, and other professional forums to strengthen partnerships and raise awareness of its work.

#### *3. External Relations and Development Work:*

- Build and maintain relationships with key external partners, including Tribal/state agencies, conservation groups, and Tribal community members, to advance buffalo restoration and ecological research projects.
- Promote the Buffalo Research and Education Center's mission and activities and other stakeholders through outreach and media.

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- Work with ANC's development staff to identify new funding opportunities and secure additional financial support for the Center's programs.

#### 4. *Educational Program Support:*

- Support the development and delivery of educational programs related to buffalo conservation, ecological restoration, and indigenous ecological knowledge within ANC's Ecology Program.
- Teach or co-teach classes related to buffalo ecology, conservation science, and other relevant topics within ANC's curriculum (1-2 classes per academic semester).
- Work with Center staff to develop educational materials and workshops to engage students and community members in the Center's research and conservation efforts.

#### 5. *Budget and Resource Management:*

- Manage the annual budget for the Buffalo Research and Education Center, ensuring efficient allocation of resources to meet program needs.
- Oversee the procurement of materials, equipment, and research tools necessary for Center activities.
- Ensure compliance with financial and operational policies, maintaining transparency and accountability in resource management.

#### 6. *Buffalo Restoration and Conservation Leadership:*

Lead or support research projects focused on buffalo restoration, ecological monitoring, and the conservation of natural resources in the Northern Great Plains.

Oversee the Center's efforts to provide expertise on buffalo ecology, restoration strategies, and conservation challenges, with a focus on tribal involvement and local ecological knowledge.

Foster collaboration with neighboring Tribes and other partners to develop and implement complementary buffalo restoration programs and other conservation initiatives.

#### **Qualifications**

Master's degree or higher in ecology, environmental science, or a related field preferred; Bachelor's degree or higher in ecology, environmental science, or a related field required.

Minimum of 1 year of experience in program management, preferably in conservation, ecology, or related fields.

Proven experience in leading and managing teams, with a strong focus on mentorship, professional development, and team-building.

Demonstrated ability to work effectively with diverse stakeholders, including Native American Tribes, government agencies, and conservation organizations.

Experience in developing and managing budgets and overseeing program resources.

Strong written and verbal communication skills, with experience in preparing reports, proposals, and grant applications.

Experience teaching or facilitating educational programs in ecology, conservation, or related fields.

Familiarity with the conservation challenges facing the Northern Great Plains, with a deep understanding of Tribal perspectives and the role of buffalo in Native American cultures.

Knowledge of the people, lifeways, history, geography, and educational needs of the Fort Belknap Indian Reservation,

Ability to integrate academic knowledge with cultural and community-based understanding in program implementation.

Proven history of working on buffalo restoration or other large-scale ecological restoration projects.

Experience working within Tribal communities and knowledge of Tribal governance, policies, and cultural practices.

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Experience with data management and research methodologies related to ecological monitoring and conservation.

**Salary:** Commensurate with experience and qualifications.

**To Apply:** Complete an ANC Employment Application Form, a current resume or CV; official college transcripts (emailed or mailed directly to ANC), and three current letters of recommendation. All documents can be mailed or emailed to the Assistant to the President.

For an ANC Employment Application contact Aaniiih Nakoda College, Assistant to the President, PO Box 159, Harlem, MT 59526 or email [mbrockie@ancollege.edu](mailto:mbrockie@ancollege.edu) or call the Assistant to the President at 406-353-2607

**Open Until Filled; Incomplete applications will not be considered.**

Aaniiih Nakoda College is an equal opportunity employer and adheres to the Indian preference provisions of the Civil Rights Act of 1964, as amended.