Program Officer Position Description

Reports To: Executive Director
Supervises Over: None
Hours: Full Time, Permanent
Classification: Nonexempt
Starting Salary: $45,000 - $70,000 DOE
Location: Remote or Eagle Butte, SD

Job Summary
This Program Officer is in charge of the development of Akiptan’s climate smart and regenerative agriculture programming. This position will work intricately with the Executive Director and other Program Officers to manage and expand the services and programs that Akiptan offers. The ideal candidate for this position will be a self starter, have good communication skills and teamwork. This position will manage our USDA Partnerships for Climate Smart Commodities Grant. Potential programs under this grant could include forgivable loans, regenerative ag equity grants, technical assistance and more.

Duties and Responsibilities
The Program Officer’s duties include, but are not limited to, the following:

- This position will be in charge of the development of Akiptan’s regenerative agriculture programming from the ground up. Being able to effectively design and implement a vision into a functioning program is critical.
- Develops, coordinates and reports on programs, services, curriculums and grants. Search for additional grant opportunities and work on the further development of the organization regenerative agriculture programming.
- Work with all demographics of clients and provide training as necessary to program participants.
- Maintain and update account records. Report on impacts made for grants, executives and Board of Directors. Write success stories and assist with marketing/public relations presence.
- Technical reading and writing, data analysis. Ability to identify gaps in programming and services and make recommendations on corrective action.
• Work collaboratively with other staff members. Ability to manage goals and follow plans. Assist as needed with other staff in a collaborative nature.
• Assists in building professional relationships and partnerships with the Executive Director.
• Event planning and attendance, virtual and in person.
• Assist with customer service, answer questions on Akiptan’s programs at large.
• Follows policies and procedures, and maintains confidentiality.

Minimum Qualifications
• Experience with government and private grants.
• Knowledge of agriculture, climate smart practices and natural resources.
• Ability to travel to meetings, conferences and trainings as needed.
• Professional work ethic and customer service skills.
• Self driven work ethic.
• Familiarity with computers and willingness to learn new software.
• Experience with lending and economic development is a bonus, but not required.

This position is eligible for a full suite of benefits including health, dental, vision and life insurance, retirement, and other benefits. For all questions, please contact Skya Ducheneaux at 605-301-0581 or skya@akiptan.org. To apply, please email your resume, references and letter of interest to skya@akiptan.org or drop them off at our Eagle Butte office. This position is open until filled.