



PROGRAM MANAGER



Reports to the Eyak Foundation Trustees



Anchorage or Cordova preferred
(Hybrid or remote considered for strong candidates)



Full-time, Exempt



Occasional travel to Cordova, Anchorage, and Seattle



\$65,000-\$85,000 Annually



POSITION SUMMARY

The Program Manager serves as the primary staff member responsible for the day-to-day operations of The Eyak Foundation (TEF). This role oversees scholarship administration, cultural and community programming, communications, fundraising coordination, administrative operations, and organizational development that supports the Foundation's long-term goal of becoming a more self-sustaining, independent organization. Works collaboratively with The Eyak Corporation (TEC) staff while increasingly managing operations independently. The Program Manager builds strong relationships with Shareholders, Descendants, students, families, community partners, and donors to advance the Foundation's mission of uplifting Eyak Shareholders and Descendants through educational opportunity, cultural revitalization, and community investment.

KEY RESPONSIBILITIES

PROGRAM & SCHOLARSHIP MANAGEMENT

- Administer scholarship programs, including assisting students and families with applications, eligibility requirements, and documentation.
- Maintain accurate student records and data, track awards, and coordinate scholarship payments and related accounting with TEC finance.
- Manage the online scholarship portal, support users, and refine application workflows for a better student experience.
- Prepare complete student packets for review, coordinate award decisions, and ensure timely communication with students and families.

CULTURAL & COMMUNITY PROGRAMMING

- Plan and coordinate cultural classes, workshops, and community events, including instructor/vendor engagement, outreach, registration, and logistics.
- Work with Trustees, Elders, cultural leaders, Tribal organizations, and regional partners to implement cultural initiatives aligned with the Foundation's strategic plan.
- Promote cultural opportunities for Shareholders and Descendants of all ages and track participation, outcomes, and impact.

ADMINISTRATION, FINANCE & COMPLIANCE

- Maintain organized digital systems, files, and documentation for scholarships, programs, and organizational records.

- Coordinate accounting tasks with TEC finance, including scholarship payments, monthly reconciliations, and supporting budget development.
- Assist with annual tax and regulatory compliance, including supporting IRS Form 990 preparation and completing state filings, business license renewals, biennial reports, SAM registration, and updates to Articles and Bylaws as needed.

COMMUNICATIONS, FUNDRAISING, & DONOR STEWARDSHIP

- Draft scholarship and Foundation updates for TEC shareholder newsletters, annual reports, and shareholder informational meetings.
- Maintain accurate and timely information on the Foundation website and manage the Foundation's social media presence (e.g., Facebook).
- Collect and organize student stories, testimonials, and photos to highlight impact.
- Support fundraising and donor stewardship by coordinating silent auctions, proxy prize honorees, event logistics, donor thank-you letters, and Board matching fund efforts in collaboration with TEC.

TRUSTEES, BOARD SUPPORT, & ORGANIZATIONAL DEVELOPMENT

- Prepare agendas, packets, virtual meeting links, memos, and other materials for quarterly Trustee meetings and related gatherings.
- Draft meeting minutes, maintain official Foundation records, and support annual strategic planning sessions.
- Attend TEC Board meetings when requested to provide Foundation updates.
- Build foundational processes, procedures, and workflows that reduce reliance on TEC staff and support the multi-year transition toward a more autonomous Foundation.
- Make recommendations to Trustees regarding long-term staffing, structure, and capacity needs.

SUPERVISION

- May supervise interns, volunteers, or contractors.

CULTURAL EXPECTATIONS

- Demonstrates respect for Alaska Native culture, values, and traditions.
- Approaches cultural programming with humility and respect.
- Understands the Foundation's mission as part of the broader Alaska Native community

identity.

- Builds warm, supportive relationships with Shareholders and Descendants.

QUALIFICATIONS

REQUIRED

- Experience in program management, nonprofit administration, education services, or community programs.
- Strong organizational and administrative skills with the ability to manage deadlines, multiple responsibilities, and independent work.
- Excellent written and verbal communication skills and comfort utilizing digital tools, online applications, and data management.
- Demonstrated commitment to Alaska Native communities and ability to engage respectfully with Elders, students, families, and community members.
- Familiarity with Alaska Native culture, history, and values.

PREFERRED

- Experience with Alaska Native Corporations, Alaska Native or educational foundations, scholarship programs, or cultural/community engagement.
- Successful experience working with or serving Shareholders and Descendants of The Eyak Corporation.
- Background in scholarship or educational support.
- Experience in cultural programming, community outreach, or event coordination.
- Grant writing or donor relations experience.
- Accounting or bookkeeping experience.
- Associate or bachelor's degree in a related field.

TO APPLY

Send resume and cover letter to info@nokomisstrategies.co with TEF Program Manager in the subject line.

