

JOB DESCRIPTION

JOB TITLE:	Doyuti T'uhkama Manager, Proactive and Responsive Giving
DEPARTMENT:	Tribal Giving Program
REPORTS TO (TITLE):	Director of Tribal Giving Program
EMPLOYMENT STATUS (Determined by HR):	Exempt – Full Time
DATE:	December 10, 2024

SUMMARY: Yocha Dehe Wintun Nation (Yocha Dehe or Tribe) is a federally recognized tribal government. The Tribe's mission is to provide for the health and welfare of its people, to govern its own lands and affairs with sovereign independence and in a manner consistent with its cultural values, and to enhance and diversify its economy for the overall good of the nation. Yocha Dehe's governing body, its elected Tribal Council, is charged with implementing this mission. As a federally recognized tribe, Yocha Dehe exercises a government-to-government relationship with the United States, as well as with the State of California and local governments, and the Tribe actively engages with outside agencies and officials, local stakeholders, and members of the public.

Yocha Dehe established Doyuti T'uhkama to allocate funding available under the Tribe's unprecedented compact negotiated with the State of California in 2016, at which time the Tribe secured the legal right to redirect a portion of the money it would otherwise pay the State to a variety of worthy causes. The 2016 Tribal-State Gaming Compact empowers the Tribe to invest up to \$24 million per year in initiatives and projects that fall within specific parameters. These compact credits are administered by Doyuti T'uhkama.

Doyuti T'uhkama means "to give the acorn" in the Tribe's native Patwin language. Nutrient-rich acorns figured prominently in the lives of generations of California Indians; for the Patwin people, the acorn is a cherished symbol that reflects Yocha Dehe's commitment to sharing its resources, particularly with those in need.

POSITION SUMMARY: The Manager will work with the Director of Tribal Giving to research, connect, and manage relationships with projects and programs that align with the long-term agenda and strategic plan for the Tribe's philanthropic endeavors, to facilitate the Doyuti T'uhkama Board's selection of grantees. Current priority areas for Doyuti T'uhkama include Native sovereignty, cultural resource protection, health and wellness, education, and local infrastructure.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Opportunity identification, assessment, and management:

- Receive and process inbound grant applications according to selection criteria and strategic goals.
- Conducts site visits and facilitates prospective grantee interviews

- Responsible for providing current and prospective grant recipients with information regarding Doyuti T'uhkama, its guidelines, and deadlines.
- Research and synthesize key topic areas, and diligence potential recipients for proactive funding as directed by the Board.
- Coordinate and help facilitate Board review sessions.
- Follow up with grantees and monitor overall giving and impact against strategy.

Cross-departmental collaboration:

- Coordinate with other government departments like Administration, Legal, Government Affairs, Finance, Communications, and other shared services to help execute on the grantmaking process.
- Prepares activity and status reports as needed.

Program management:

- Scope work and establish key deliverable timelines and milestones for related activities such as partner convenings, technical assistance programs, special events and annual reporting.
- Prepares an annual budget and submits it to the Director for advancement to the Board
- Manages and maintains Doyuti T'uhkama's daily grantmaking operations and budget maintenance

REQUIRED KNOWLEDGE AND EXPERIENCE:

Qualifications

The requirements listed below are representative of the knowledge, skill and/or ability required.

Supervisory Responsibilities

This position has no supervisory requirements.

Education and/or Experience

Bachelor's Degree in a Communications, Humanities, Native American Studies, Public Health, Social Sciences, Psychology, Social Work, Education, Public/Business Administration, and/or related field preferred.

Grantmaking: Significant experience with different forms of grantmaking, knowledge of best practices in the grants administration process, and experience balancing rigor with trust-based philanthropy.

- **Collaboration:** Able to work independently, but skilled at building trusting relationships with internal and external partners with a range of expertise and backgrounds.
- **Native familiarity:** Experience with, or understanding of Native communities, Tribes and issues; as well as capacity to listen to, synthesize, and respectfully execute the views and decisions of the sovereign Yocha Dehe Wintun Nation.
- **Financial Acumen:** Strong budgeting and financial skills are essential. Candidates should have the ability to create and track budgets, assess financial health of potential partners, and synthesize financial information.

Communication and Comprehension Skills

Ability to read, analyze, and interpret submitted reports, communications, professional journals, technical procedures, or governmental regulations. Skilled in writing reports, business correspondence, policies, and procedure manuals. Proficient at effectively presenting information and responding to questions from Tribal Leadership, Board members, business colleagues, funded partners, and the general public. Proven skills in developing and presenting Board-Level briefings and other presentations. Creative problem-solving skills to gather relevant information to solve less well-defined planning and community development problems.

Computer Skills

Must be proficient in Microsoft Office 365 applications with the ability to use word processing, multimedia, email, spreadsheets, publishing/design software, especially Windows, Access, Excel, Word, Outlook, SharePoint, Teams, PowerPoint. Fluxx or other grants management or CRM database experience preferred.

Analytical Skills

Must have strong attention to detail and the ability to perform multiple tasks accurately and efficiently under time constraints with minimal supervision. Ability to read and analyze complex land use, community development, physical, social, and economic issues. Also requires the ability to analyze and understand laws, regulations, and ordinances.

Certificates, Licenses, Registrations

Individuals must be able to successfully pass and maintain the Tribal Gaming Agency (TGA) Background Check. Must possess a valid driver's license and maintain a driving record that is satisfactory to the Tribe's insurance carrier.

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 with or without reasonable accommodations.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stoop, kneel, crouch, or crawl and stand, walk. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations. The noise level in the work environment is usually moderate.

Additional Conditions of Employment

Must recognize and maintain confidentiality and ensure security of sensitive Tribal Council matters and actions. Must be able to work with diverse population and with cultural sensitivity. Must be willing to sign the Tribe's *Non-Disclosure, Non-Disparagement and Confidentiality Agreement*.

JOB DESCRIPTION REVIEWED BY:

Department Director or Manager:	Date:
Employee (incumbent) Print Name:	Date:
Employee Signature:	
Human Resources:	Date: