



American Indian Cancer Foundation.

**TITLE:** Deputy Director  
**FULL-TIME:** 40 hours per week  
**FLSA STATUS:** Exempt/Salaried

**REPORTS TO:** Chief Executive Officer  
**STARTING SALARY:** \$80K- 90K DOQ

The American Indian Cancer Foundation (AICAF) is committed to reducing cancer burdens for American Indian and Alaska Native people through improved access to prevention, early detection, treatment, and survivor support. AICAF seeks a dynamic and dedicated individual to play a key role in providing leadership and management of a national organization. The DEPUTY DIRECTOR is responsible for organizational strategies, policies, practices, employee leadership, grant writing and management, and oversight of programs. The Deputy Director will play a vital role in building external partnerships and will assist in implementing organizational strategies, culturally tailored educational tools and resources, programs, and services to improve cancer outcomes for American Indians and Alaska Natives. Through an Indigenous lens, this position will support the development of resources, programs, and services that are culturally specific to the tribal communities. This position will report to the Chief Executive Officer and has the responsibility to support and guide program managers in successfully carrying out project deliverables.

**RESPONSIBILITIES INCLUDE:**

- Work directly with the CEO and leadership team to design and implement culturally-based, evidence-driven, and fiscally sound organizational strategies, policies, and practices in alignment with organizational mission, vision, and values
- Act on behalf of the CEO in organizational communications and strategically identify and pursue partnerships, funding opportunities, and initiatives that fit within AICAF strategic vision
- Provide leadership and direction to the managers of AICAF teams in a collaborative, consultative, and positive manner so that they can effectively manage their teams' workloads to meet goals and deliverables according to timelines
- Assist in pursuing funding through grants and other avenues, including the tasks of grant writing, follow up, documentation, and reporting
- Maintain and establish strong relationships with AICAF partners and stakeholders
- Effectively engage multiple audiences through group presentations, individual discussion, written reports, and other communications
- Work effectively across all organization initiatives, including but not limited to fundraising events, speaking obligations, training, and meetings of the Board of Directors
- Complete other duties as assigned

**Preferred Background and Skills:**

- Ideal candidates will have experience and understanding of AI/AN culture, history, and health.
- Degree in relevant field such as Nonprofit Management or Public Health (Master's preferred) with relevant experience in project management (planning, tracking, evaluating and reporting) with Indigenous communities (5+ years)
- Experience in leading/managing employees (5+ years)
- Experience and knowledge of grant writing and reporting on a state and federal level
- Solid understanding of evidence-based strategies in cancer prevention and control
- Self-motivated with the ability to prioritize and carry out concurrent projects on deadline
- Demonstrated decision-making and problem-solving techniques
- Persistent attention to detail, while maintaining an overall view
- Demonstrated high work ethic, integrity, and professional conduct
- Demonstrated abilities in computer technology, report writing and public speaking
- Available to work flexible hours as needed
- Regular travel is required by air and by vehicle. Must have a current driver's license
- Abstinence from commercial tobacco and illegal drugs
- Strong passion for the AICAF mission, vision, and values



**Physical demands and work environment:**

- Deputy Director must be based in the Twin Cities Metro area (MN)
- Frequently required to stand, walk, and sit
- Continually required to talk, hear, and utilize hand and finger dexterity with a keyboard
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Continually utilize visual acuity to operate equipment, read technical information
- Occasionally required to lift/push/carry items less than 25 pounds
- Ability to work in a remote environment having a workspace that can be utilized daily
- Ability to participate in virtual meetings, with video and audio turned on, and webinars as associated with a remote environment

**Compensation Package:** Salary and benefits, including paid time off, insurances (health, dental, disability, life), and 401K with match.

**To apply:** Submit cover letter and CV/resume to [info@aicaf.org](mailto:info@aicaf.org) . *Learn more at* [www.AICAF.org](http://www.AICAF.org)  
*EOE/AA*

**Disclaimer:** The organization reserves the right to change this job description at any time.

---