JOB DESCRIPTION FOR DIRECTOR OF RESEARCH AND EDUCATION

NABS is the only national Native coalition focused on truth, healing, and justice for Indian boarding school history, legacy, and impacts. Our team demonstrates commitment to social justice for Native American communities and for boarding school healing efforts in the U.S.

About Us
The National Native American Boarding School Healing Coalition (NABS) is a growing and impactful 501(c)3 non-profit organization committed to truth, healing, and justice for Indigenous communities. Our VISION is “Indigenous cultural sovereignty,” and our MISSION is “To lead in the pursuit of understanding and addressing the ongoing trauma created by the US Indian Boarding School policy.”

NABS as an organization was conceptualized at a grassroots level during a national symposium in 2011 which included leaders of the Canadian Truth and Reconciliation Commission and boarding school survivors and descendants across the U.S. The Native American Rights Fund was our fiscal sponsor from 2012-2015. In 2019, we completed a 10-year strategic plan for 2020-2030. Currently, our programs are focused on education, advocacy, and healing. We hold the only national conference on boarding school healing in the country. With a growing staff and a board that is 100% Native American, the Coalition membership is comprised of over 350 Native and non-Native individuals, Tribes, and Native and non-Native organizations committed to boarding school healing. Visit www.boardingschoolhealing.org for more information about our programs, staff, and outreach.

Position Description
The Director of Research and Education will report directly to the Deputy CEO and will provide leadership in all aspects of research, and program development as an outgrowth of research findings, including but not limited to community education and curriculum development to achieve NABS’s strategic goals. NABS’ Director of Research and Education will engage in collaboration with coalition members, tribal governments, other Native American groups and organizations, various federal agencies and government officials, various church denominations, researchers and other experts in trauma, healing, and community relations to further our analysis of boarding school records and impacts. The Director of Research and Education will use their proficiency in research, communication, networking, and writing skills to produce impactful project deliverables; further NABS’s programs in education, advocacy, and healing; and effectively help to accomplish the Coalition’s mission through their contributions.

What You Will Do
- Work closely with the Deputy CEO, Director of Digital Archives, and contractors for the planning, executing, and reporting of various research and education initiatives to internal and external stakeholders.
- Research best and innovative practices in the development of new programs/initiatives as an outgrowth of NABS’s work.
- Supervise research staff, interns, and contractors to ensure strategic plan goals are achieved.
- Lead engagement of NABS’s Research Advisory Council, and research volunteers.
- Facilitate Tribal and membership engagement, community outreach, meetings, conferences, and events related to research and educational program development.
- Conduct and oversee research on U.S. Indian boarding schools, organize findings, and create educational
materials based on new research.

- Plan, secure funding, and implement qualitative and quantitative research-based projects related to U.S. Indian boarding schools.
- Assist with NABS’s education and outreach such as writing blogs, articles, and publications as well as conducting webinars and speaking engagements related to research and education.
- Prepare and monitor research and education budgets.

**What You Will Bring**

- Post-graduate degree (or equivalent work experience)
- 10 years’ experience with education, academic and/or professional research related to Native American issues.
- Experience with archival resources and basic technical knowledge of digital archives.
- Demonstrated ability to work collaboratively with other staff and organizations, groups and individuals across a diversity of sectors.
- Experience supervising and coaching staff, contractors, interns and/or volunteers.
- Exceptional communication skills, both written and oral.
- Ability to analyze data, interpret, and articulate research findings to a variety of audiences.
- Experience with grant writing and reporting.
- Experience with project management, tracking budgets and understanding of financial reporting.
- Knowledge of and ability to articulate American Indian and Alaskan Native Boarding School history, legacy, and impacts of the schools on Native Americans today.
- Ability to build relationships with relevant research partners (government, tribal and nonprofit entities, academic institutions, faith-based organizations, and Coalition members).
- Proficient computer skills, mastery of MS Office and basic Adobe software as well as research applications, thorough attention to detail, and ability to work on a self-directed basis.
- Experience working in SalesForce or willing to learn.
- Commitment to social change and justice for boarding school survivors and descendants.

**Compensation, Benefits and Work Environment**

Compensation is commensurate with experience. Benefits include health, dental, life and disability insurance, and a 401(k) match up to 4% of salary. NABS is an Equal Opportunity Employer.

Currently, NABS is following a hybrid model with staff significantly working from home as we are observing local, state, Tribal, and federal regulations for public safety during the COVID-19 pandemic. This position will be in-person at our office in Minneapolis and travel to other locations will be occasionally necessary.

**Application Process**

All applications will be received via email. No phone calls or snail mail.

Applications must include the following **all in one** PDF or Word file:

- Cover letter
- Resume/Curriculum Vitae
- Salary history
- Three professional references w/email and phone number

E-mail applications to: jblevins@nabshc.org

**Subject Line:** Last Name, Research Director

*The position is open until filled. Interested candidates are encouraged to apply at their earliest opportunity.*