



ABOUT MONTANA CONSORTIUM FOR URBAN INDIAN HEALTH

The Montana Consortium for Urban Indian Health (MCUIH) is a membership consortium comprising of Urban Indian Organizations (UIOs), dedicated to providing comprehensive healthcare to Urban Native American communities in Montana and beyond. We are committed to strengthening and supporting the clinical and operational functions of UIOs through interconnectedness, resource sharing, and advocacy, with a focus on sustainability.

OVERVIEW OF ROLE

The Data & Research Director will lead an NIH-funded program focused on improving health outcomes for American Indian and Alaska Native (AI/AN) communities in Montana. This role is responsible for overseeing grant implementation, managing data and reporting processes, and ensuring compliance with federal requirements. The Director will work closely with internal teams, partner organizations, and federal funders to support successful program delivery and impact.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Lead and manage NIH-funded program activities, ensuring alignment with grant goals, timelines, and deliverables
- Oversee data collections, management, and reporting across partner sites.
- Ensure compliance with NIH and federal grant requirements
- Prepare and submit required reports (monthly, quarterly, and annually)
- Monitor program performance, milestones, and outcomes
- Serve as a primary liaison with funders, including NIH program staff
- Coordinate with community partners, including Urban Indian Organizations (UIOs) and other stakeholders
- Supervise program staff and support team performance and development

MINIMUM EDUCATION & EXPERIENCE REQUIREMENTS

Education & Experience

- Masters's degree in public health, health sciences, social sciences, data science, or a related field required
- 5+ years of experience managing programs, grants, or data/reporting initiatives
- Experience with federally funded programs (NIH or similar) strongly preferred
- Experience working with AI/AN communities or UIOs preferred

Skills

- Strong program and grant management skills
- Experience with data reporting and compliance requirements
- Ability to manage multiple priorities and meet deadlines
- Strong communication and relationship-building skills
- Leadership experience supervising staff or teams

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable

accommodation may be provided to enable individuals with disabilities to perform the functions.

- Ability to stoop, kneel, crouch, and utilize reaching.
- Frequent travel will be required for this position around 25% - 30%. A valid driver's license and proof of insurance are required to perform the duties of this position.
- Frequently sit, with continuous full use of hands, repetitive movement, keyboarding, clear vision, and speak and hear normal conversation.
- Requires high attention to detail with frequent deadlines and internal and external social interactions.
- Work primarily in an office environment. Must be able to work within an office setting, with flexibility to change settings as needed.
- Hybrid/remote may be considered.
- Work hours are generally Monday through Friday, 8 AM-5 PM, but may include early morning, evenings, and weekend events.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. At MCUIH we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles.

COMPENSATION

Annual salary range: \$80,000-\$85,000 (commensurate with experience)

Team member perks:

- 13 days a year of annual leave, with increased increments based on years of service
- 13 days a year of sick leave, with increased increments based on years of service
- 14 paid holidays a year
- Vision, Medical, Dental, HSA and more
- Eligible employer for Public Student Loan Forgiveness as a non-profit

HOW TO APPLY

Interested candidates should submit a cover letter and resume to:

Alex Potter, Operations Director
apotter@mcuih.org