



## **Ecosystem Development Associate Job Description**

<b>Title:</b>	<b>Ecosystem Development Associate</b>
<b>Supervisor:</b>	<b>Ecosystem and Strategy Manager</b>
<b>Location:</b>	<b>Remote, with a preference for the Southwestern USA</b>
<b>Employment Type:</b>	<b>Full-time (40 hours per week)</b>
<b>Salary:</b>	<b>\$45,000 up to \$60,000 annually</b>

### **ORGANIZATIONAL OVERVIEW**

Roanhorse Consulting, LLC (RCLLC) approaches all of our work through our core values, and we center the historical, social, political context and knowledge of Indigenous people and people of color in all of our research and evaluation efforts. We believe the community knows what works best for them, and so we partner with the community to create frameworks and processes that honor their wisdom and knowledge in identifying appropriate and meaningful data. RCLLC recognizes that this inherently creates an equitable space for those who are most impacted and ultimately benefit. RCLLC utilizes both western and Indigenous knowledge-based evaluation theories, frameworks, processes, and tools. Given this dual knowledge, RCLLC works in partnership with communities to identify and facilitate a meaningful approach that builds in both approaches, where appropriate.

### **ABOUT THIS ROLE**

The Ecosystem Development Associate leads and supports projects with the RCLLC team to build and define processes that center people, relationships, and emergent thinking as we create new ecosystem-building approaches and creative capital development that uplift Indigenous communities. The Ecosystem Development Associate will work closely with the Ecosystem and Strategy Manager to manage information moving between RCLLC team members and stakeholders.

The Ecosystem Development Associate will work independently as a member of the team to plan and execute multi-year projects within the company's two core portfolios - consulting services and our Indigenous venture studio. The Ecosystem Development Associate will be committed to building relationships, conducting research, producing collateral material for engagement and outreach, and developing clear systems to manage complex networks and project timelines with enthusiasm, flexibility, thoughtfulness, and a sense of humor. This is a fully remote role with the potential to attend in-person team meetings when appropriate and safe; however, the majority of duties will be remote.

### **CORE RESPONSIBILITIES**

- Manages all information for all independent projects assigned
- Manages project calendars internally and externally
- Prepares and distributes meeting notes and shares relevant information with RCLLC team members and external partners.

- Supports complex stakeholder relationships, and collaborates with internal and external partners to plan, implement, report on, and activate recommendations from consulting and venture projects
- Communicates findings through visual, oral, and written formats; develops materials for reports, presentations, publications, and proposals that clearly interpret results; and attends meetings as needed.
- Develops design and communication content, including presentation decks, messaging content, and marketing or reporting assets, ensuring clarity and impact for various audiences.\*
- Supports the development of the company's ecosystem framework, including supporting the venture studio in aligning with RCLLC's mission and vision.
- Conducts desk research on themes for Indigenous models for ecosystem and capital design development that include but are not limited to shared ownership models, wealth-building strategies, equity, and systems-change work. \*
- Creates resources, templates, toolkits, organizational methods, etc., that support company engagement and continuing education in ecosystem development.
- Maps and monitors strategies that identify and facilitate connections to key resources and events that will connect to Indigenous entrepreneurs, investors, mentors, service providers, government officials, etc., and support relationship building.\*
- Supports management of information and connections between our existing consulting work and our emerging incubation portfolio.\*
- Supports the tracking and submission of grant proposals, reports, and related documents to secure funding and initiate special projects.
- Develops and completes an annual professional development plan, in consultation with the team leads.
- Help strategize how best to promote and represent the organization at panels, conferences, etc.
- Perform other duties as assigned.

#### **CORE COMPETENCIES**

- The ideal candidate will be an Indigenous person with experience working in Indigenous communities, the finance sector, working at a startup, or having experience organizing networks.
- Have strong administration and project management experience, including the ability to easily navigate the complexity of multiple concurrent projects; adapts and pivots priorities as needed to meet evolving goals and timelines.
- Have good relational skills (including with people from diverse backgrounds).
- Demonstrates a personable and respectful demeanor while maintaining clear boundaries and fostering supportive, collaborative team relationships.
- Demonstrates high-level writing ability and attention to detail.
- Experience preparing communications, including submissions, reporting, and print and media communications.
- Experience working collaboratively within a team and the ability to build strong relationships with staff, management, and stakeholders.
- Interest in clear communications and structuring internal workflow. We're looking for someone who can communicate clearly and well. We do not expect expert-level proficiency, but you need to push to improve your communications constantly, as this is something we are doing.
- Has good collaboration tools experience (we currently use Slack, Calendly, Otter.ai, Google Drive, Google Hangouts, and Notion).



- Upholds and strengthens the company values and culture through their actions and contributions to the company.
- Cultivates a culture of openness in information sharing.
- Lived experience is critical. Additionally, someone who has worked in/around Indigenous and Native communities. There are many structures built to disenfranchise Indigenous entrepreneurs, leaders, and ideas. As we do the work of repairing and connecting these folks and their communities, it is critically important for this role to have empathy with the people we serve.

### **COMPENSATION AND BENEFITS**

This is a full-time, exempt position. The pay range will be \$45,000 - \$60,000, commensurate with experience.

RCLLC provides 100% coverage of vision insurance for employees/family, 80% for dental and health insurance for employees, and 50% for family members with the following additional benefits:

- Annual \$1,000 professional development budget
- 12 paid holidays off
- 2 weeks off every December to early January, the office closes
- 20 days off a year, TBD by you
- Remote and flexible work options
- Stipend for office supplies and work-from-home costs

### **ADDITIONAL RESOURCES PROVIDED**

We provide access to company tools and apps. Some of the services we use are Google Drive, Canva, Miro, and more. If you need additional apps/tools, we will work with you to provide them. RCLLC will provide you with a laptop and tools as needed.

### **LOCATION**

All work is entirely remote. Candidates from the southwestern U.S. with lived experience in or around Native communities, working with business owners, or being entrepreneurs would be ideal, but this is not a requirement.

### **TO APPLY**

To apply, please submit a current resume, cover letter, and writing sample, ideally with design and text (i.e., deck, report, brief, toolkit, outreach materials, etc.) at this link:

<https://airtable.com/app4EPwLVMJpwRxE/shrc8rv2pwQy8vEBM>.

Application review will begin on April 25, 2025, and will continue until the position is filled. We will review applications as they come in.



If you have any questions, please reach out to us at [info@roanhorseconsulting.com](mailto:info@roanhorseconsulting.com).

Roanhorse Consulting values a diverse workplace and strongly encourages women, people of color, LGBT individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. Roanhorse Consulting is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status.

*We understand that many job descriptions require perfection in candidates. That's not us. If you have a majority of the skills/experience needed and are a quick learner, and believe you can learn the rest, we'd like to hear from you. Our interest is to work with aligned candidates who work well with the team and the content, additional skills we can co-build upon together.*