

Natasha Gourd

Professional Summary

Highly successful Program Manager experienced at coordinating complex business programs. 5 + year history of success utilizing well-developed planning, leadership and decision-making abilities. Tech-savvy Project manager versed in all aspects of project management from inception to completion. Excels in recruiting and talent acquisition, as well as process re-engineering and improvement. Program leader proficient in management Training and Policy Development.

Skills

Recruitment Staffing	Accountant & Territory Management
Interviewing	Strong Sales Proposal Writer
Performance Management Systems	Team Building Expertise
Records Maintenance	Highly Organized
Benefits Administration	Budget Development
Training Programs Development	Excellent listening skills
Statistical Reporting	Effective negotiator
Process Improvements	Program management
Key relationship management	Financial Administration
Strategic Planning	Project Coordination
Program Development	Hiring & Recruitment Knowledge
Employee Coaching	Proactive Mindset

Work History

Independent Media /Fundraising/Strategic Development Consultant

02/2017-Present

KABU Radio Station, Fort Totten, ND

Development of strategies for sustainable programming at KABU radio station. Creating a media presence and branding for the station.

Education & Training Director

12/2016-02/2017

First Nations Women's Alliance, Devils Lake, ND

To build relationships with at least four Tribal communities in North Dakota in order to facilitate development of Tribal Community Coordinated Response teams (CCRs), which will provide a local

context for Batterer Intervention Programs (BIP) locally, and to work toward establishing local BIP programs. To coordinate Tribal education and training programs relating to issues surrounding domestic violence and sexual assault.

Professional Presentations:

CAWS ND Training- Modernizing Victim Services- A Native American Perspective. Bismarck, ND
01/17

Grant Writer/Planner

09/2015-12/2017

Spirit Lake Planning, Fort Totten ND

Facilitates research, development, review and editing of departmental/governmental grant proposals; conducts research for potential funding sources and maintains data bases; supports departments in developing proposals. Provided administrative support for Tribal programs by tracking potential funding availability, monitoring and reporting progress reports, and submission of reports and new requests for funding. Ensure that the funding requested addresses the approved strategic plan of the Tribal Council. Work requires initiative, creativity, and punctuality in producing proposals. Communicated strategies, concepts and creative initiatives with authority, credibility and clarity, building consensus and agreement for creative approvals.

- Worked on projects related to suicide prevention, youth drug & alcohol prevention, tourism, cultural preservation, housing and economic development.
- Successfully created the, "Spirit Lake Tourism Department" first year strategic action plan and funding for one year. Grant award \$100,000.
- Successfully recreated the, "Sunka Wakan Aku" treatment plan for youth offenders through a Department of Justice Youth Program CTAS grant. Grant award \$345,300.

Peacemaking Consultant

02/2015-Present

Independent Consultant-Fort Totten, ND

Ability to provide training on conceptualizing a Peacemaking Court, strategic planning and the logistics of implementation of an alternative diversionary court systems. At the end of the trainings participants learn: Basics of Peacemaking Circle Process, Capacity Building, Structuring & Functionality and the Logistics of Peacemaking and Strategic Planning for establishing a Peacemaking Court. Was a lead trainer on Peacemaking Techniques at the

Professional Presentations:

- **Native American Training Institute-**14th Annual North Dakota Indian Child Welfare & Wellness Conference. 02/2015
- **Consultant for the Center for Court Innovation.** Provided the following services: Training of Practices, healing and listening skills in Peacemaking for the Oglala Sioux Tribe. 11/2015

- **Wodakota: Traditional Court**-Provided 2 day in service session trained new Peacemakers into the Court and provide logistical insight on Peacemaking practices. 12/2015
- **National Tribal Judicial & Court Personnel Conference.** Provided plenary session along with Native American Rights Fund Peacemaking Advisory Committee “Traditional Dispute Resolution is Naturally Suited to Uphold Indigenous Rights”. 10/2016
- **15th Annual National Indian Nations Conference Justice for Victims of Crime** Co-presenter Breakout Session on “Promoting Traditional and Restorative Principles to Strengthen Safety, Justice and Healing” 12/2016

Traditional Court Director

04/2013-09/2015

Wodakota: Traditional Court-Fort Totten, ND

Successfully created, Planned, Executed a Traditional Court Peacemaking System within the Spirit Lake Tribal Court. An alternative diversionary system for court involved youth utilizing Tribal Elders for guidance and mentoring. Developed this system from concept to writing it into the Spirit Lake Law & Order Code book. It is now a functional Court system with a yearly budget of \$200,000.

- Met with stakeholders and maintained productive relationships
- Administered \$200,000 yearly budget
- Developed Job Descriptions
- Managed a staff of 15 people
- Prepared operational and salary budgets
- Executed training programs
- Oversaw HR trainings, coaching, mentoring, and staff retention
- Developed monthly reports
- Oversaw the adequacy and soundness of the organization’s financial structure
- Used measurements, analysis and process alternatives to arrive at best practices
- Complied statistical data for monthly, quarterly and annual reports
- Organized client documentation by checking files and verifying completeness of notes
- Wrote progress reports and testified under oath at court hearings
- Coordinated and worked closely with law enforcement, social service agencies and mental health providers
- Determined appropriate supervision levels by conducting risk and needs assessments
- Collaborated with institutional staff, area law enforcement, mental health boards, county attorneys and treatment providers.
- Served as company representative at conferences and community events to promote company objectives
- Handled under staffing, disputes, terminating employees administering disciplinary procedures

- Analyzed and modified compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements
- Interpreted laws, rulings and regulations for individuals and businesses
- Spearheaded cross-functional initiative to achieve establishment of Traditional Court
- Worked directly with Federal and Tribal agencies to achieve development of Traditional Court.

Education

General Studies 2001-2003

Salish & Kootenai College-Pablo MT

Political Science/Indian Studies

University of North Dakota-Grand Forks ND 2003-2006

Currently working with University of Mary Recruiter to enroll in Fall 2017

Certifications

National Judicial College

Court Development 07/2014

Tribal Court Development 04/2015

Advanced Tribal Court Management July 2015

Native Nations Institute

Native Nations Rebuilding- Introductory Course 12/2015

Native Nations- Justice Systems Course 11/2014

Grant Writers USA

Grant Writers Workshop 03/2014

Conflict Resolution Center/ UND

Civil Employment Meditation Seminar 07/2013

Committees

Native American Rights Fund Peacemaking Initiative 2015-Present

Indigenous Peacemaking Advisory Committee

North Dakota Native Tourism Alliance 2016-Present

Secretary/Treasurer

Speaking Engagements

North Dakota Youth Conference
Spirit Lake Nation

06/2015

MC Promise Zone Kick Off Event
Spirit Lake Nation

10/2016

References

