



## Nakani Native Program

**JOB TITLE:** Executive Director

**Salary:** From \$75,000 - \$100,000 depending on experience

**Job Type:** Full-time    **Number of hires for this role:** 1

**DEPARTMENT/PROGRAM:** Operations/Administration    **REPORTS TO:** Board of Directors

**STATUS:** Full-Time (40 hours per week)

**LOCATION:** Hybrid; remote and Seattle WA, 98105

### **Job Purpose**

The Executive Director is responsible for the successful leadership and management of the Nakani Native Program according to the mission statement, policies, and strategic direction set by the Board of Directors.

### **Primary Duties and Responsibilities**

The Executive Director performs the following:

#### *Leadership*

1. Participate with the Board of Directors in developing a vision and strategic plan to guide Nakani Native Program
2. Foster effective teamwork among the Board, the staff, and other supporters and participants in Nakani Native Program.
3. Establish good working and collaborative relationships with Native and non-Native community groups, tribes, funders, politicians, and other organizations.
4. Identify, assess, and inform with transparency to the Board of Directors of internal and external issues that affect Nakani Native Program
5. Advise the Board of Directors on Nakani Native Program's activities
6. Act as a spokesperson for Nakani Native Program:
  - a. Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate
  - b. Represent Nakani Native Program at community activities to enhance Nakani Native Program's community profile
  - c. Represent Nakani Native Program at public events on issues of concern to Nakani Native Program.
7. Assist the Board of Directors in recruiting new board members, especially those with experience working in Native communities.

### *Planning and management*

1. In collaboration with the Board, develop an operational plan to carry out the strategic direction of Nakani Native Program
2. Ensure that the operation of Nakani Native Program meets the expectations of the people it serves, Board members and funders
3. Oversee the efficient and effective day-to-day operation of Nakani Native Program
4. Assist the Board Chair in preparing meeting agendas and supporting materials
5. Ensure that the programs and services offered by Nakani Native Program contribute to Nakani Native Program's mission and reflect the priorities of the Board

### *Human resources*

1. Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
2. Recruit, hire and supervise staff that have the technical and personal abilities to further Nakani Native Program's mission
3. Develop and maintain a grievance process for the timely and just resolution of disputes.
4. Develop a strong volunteer program to engage supporters with Nakani's programs.

### *Financial planning and management*

1. Work with staff and the Board Treasurer to prepare a comprehensive budget
2. Work with the Board to secure adequate funding for the operation of Nakani Native Program
  - a. Research funding sources, oversee the development of fundraising plans and write funding proposals to increase the funds of Nakani Native Program
  - b. Lead all fundraising activities
3. Approve expenditures and ensure that they are properly budgeted. Work closely with the Director of Operations and Treasurer to monitor the monthly cash flow of Nakani Native Program.
4. Ensure that Nakani Native Program complies with all regulations on wages, working conditions and taxes.
5. Manage and monitor payroll of staff

### *Risk Management:*

- a. Identify and evaluate the risks to Nakani Native Program's community members, staff, management, volunteers, event participants, property, goodwill, and image, and implement measures to control risks

Other duties as assigned

## **Qualifications**

### **Education and Experience**

1. Education or experience equivalent to a bachelor's degree in a related field, e.g. Social Work, American Indian Studies, Business, Psychology, Law
2. Extensive experience working in and for Native communities, in urban areas as well as tribes on reservations
3. 2 or more years of experience managing complex projects involving Native Americans.

4. 2 or more years supervising paid staff and/or volunteers
5. Experience with media and public relations
6. Experience in analyzing complex social issues and strategizing for solutions

### **Knowledge, skills and abilities**

1. Knowledge of leadership and management of non-profit/ volunteer organizations
2. Aware of current issues in Indian Country, including Natives in urban areas. Able to explain the current state of affairs in Indian Country and urban areas to non-Natives.
3. Knowledge of project management
4. Working knowledge of federal and state laws applicable to voluntary sector organizations including: employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI, health coverage etc...
5. Working knowledge of human resources management
6. Working knowledge of financial management
7. Proficiency in basic office operations, including computer software.
8. Demonstrable successful fundraising experience.

### **Personal characteristics**

The Executive Director should demonstrate competence in the following:

1. **Focusing on Community Needs:** Anticipate, understand, and respond to the needs of the communities served by the Nakani Native Program.
2. **Building Relationships and Fostering Teamwork:** Establish and maintain positive working relationships with others, both internally and externally to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
3. **Planning and Organizing:** Determine strategies to move Nakani Native Program forward, set goals, create and implement action plans, and evaluate the process and results.
4. **Making Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of Nakani Native Program.
5. **Communicating Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
6. **Adaptability:** Demonstrate flexibility, versatility and tolerance in a changing environment while maintaining effectiveness and efficiency
7. **Modeling Ethical Behavior:** Understand ethical behavior and business practices and ensure that their own behavior and the behavior of the staff they supervise is consistent with these standards and aligns with organizational values.

### **Working Conditions**

1. Able to work in an office environment, or other situations as the program's needs arise.
2. Able to work a standard work week, evening, weekends, and overtime hours to accommodate activities such as Board meetings and representing Nakani Native Program at public events.
3. Able to drive as needed, with a valid driver's license.

**Benefits:** Health insurance reimbursement, vacation, sick leave, holidays