



Position Description Executive Director January 25, 2018

The Executive Director is hired by and is directly responsible to the Board of Directors.

Duties and responsibilities of the Executive Director

The Center's Executive Director:

Program work

- Oversees and guides staff and Board and provides leadership in carrying out the organization's mission as determined by the Board;
- Approves and helps to plan all Center programs and projects consistent with the Strategic Plan and directions from the Board;
- Assures that staff carries out all work in accordance with approved plans and budget limits;
- Participates in carrying out the programs and projects of the Center, including serving as a project director, advocating for the rights of indigenous peoples, and doing other program work of the Center; and
- Assures that program work is properly evaluated and reported on.

Personnel

- Is responsible for hiring, evaluating, and retaining staff, including setting salaries and taking or approving all other personnel actions;
- Implements and applies the Center's personnel policies, and establishes new policies as may be necessary or desirable, consistent with the policies and directions of the Board;
- Manages or directs all aspects of the Center's human resources responsibilities, including benefits, handling of grievances, and all other human resource matters.

Administration and Management

- Is responsible for the overall administration and management of the organization;
- Assures that the Center is in compliance with all legal and professional requirements;
- Assures that the Center operates in compliance with its own Charter and By-laws;
- Directs and supervises all the Center's financial management, including

- management and use of Center funds, bookkeeping and record keeping regarding the use of Center funds and property, and the preparation of complete and accurate financial statements;
- Is responsible for the management, safeguarding, and stewardship of all Center property;
 - Plans, monitors, and controls the revenues and expenditures of the Center in a manner to assure the Center's stability, solvency, and long-term success in its mission;
 - Prepares and submits to the Board, with the assistance of staff, the draft annual operating budget for the organization for the succeeding calendar year;
 - Reports regularly to the Board on the Center's activities and operations.

Fund Raising

- Participates in and oversees fund raising in collaboration with the Development Director, including playing a lead role in meeting with and cultivating foundations, contributors, tribes, and other funders and potential funders.

Board of Directors

- Directs and oversees the organization of Board meetings in collaboration with the Board Chairperson and the Board Governance Committee;
- Recruits new Board members in consultation with the Board's Governance Committee;
- Assures staff support for Board members in their duties;
- Assists the Board with training and other support to improve its capacity to support and direct the Center.

Communication

- Serves as the principal spokesperson or representative of the Center;
- Oversees and takes a lead role in all outreach to Indian nations, Alaska Native tribes, and other indigenous peoples, to federal and state governments, to international bodies, and to other bodies, communities and groups;
- Plans and supervises all communications in collaboration with the Communications Director, including communications and education about the Center's program and the about the needs and issues affecting indigenous peoples and indigenous women, especially.