



INDIAN LAW RESOURCE CENTER

CENTRO DE RECURSOS JURÍDICOS PARA LOS PUEBLOS INDÍGENAS

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JOB ANNOUNCEMENT

Executive Director

For almost 40 years, the Indian Law Resource Center has been in the vanguard of the global movement for the rights of Indian nations and other indigenous peoples, and it is recognized internationally for its groundbreaking advocacy to advance, defend, and promote the rights of Indian and Alaska Native nations and other indigenous peoples. Now, the Center's Board of Directors is searching for an experienced leader to serve as the organization's next executive director and continue the Center's historic work for Indian rights.

The Center will continue to provide free legal assistance and counsel to tribes and other indigenous peoples working and fighting for their land and resource rights, for self-determination and other rights. We will continue to use strategic communications and our legal expertise to bring attention to and take action on violence against Native women, to conduct legal research and develop policy proposals to improve opportunities for sustainable economic development for Indian nations, and to defend against the threats and challenges to tribal sovereignty.

We are searching for candidates who can create innovative strategies balanced with a practical vision of how to implement creative, far-reaching initiatives. This means our ideal candidates will have proven problem-solving skills and the ability to motivate, guide, and engage people and communities in challenging the unjust and damaging policies and legal rules applied to Indian nations and other indigenous peoples.

This is a unique opportunity for a skilled and committed leader to play a role in protecting and shaping Indian rights at the national and international levels. The Center's next executive director must be prepared to help lead some of the most challenging, rewarding, and important legal work of our times – addressing life and death situations in Central and South America and major work to overcome the injustices in the law in countries throughout North, Central and South America.

Position Summary

The Executive Director is the chief executive officer of the Center and is responsible for its leadership. The Executive Director represents and speaks for the Center in many settings, including in Indian and other Native communities, in international fora, including the United Nations, and in professional and educational settings. The

Executive Director is also an advocate for Indian and Alaska Native rights and works along with Center attorneys and other staff to provide direct legal assistance and training to tribes and to Native women's organizations, to handle cases in human rights bodies and sometimes in domestic courts, to educate policy makers, lawyers, and the public about Indian legal issues, and to carry out many kinds of work to advance and protect the rights of Indian and Alaska Native peoples. The Executive Director is the principal contact for the Center with Indian and Alaska Native nations and peoples that we serve.

The Executive Director has the primary responsibility for overseeing the organization's activities and operations, fund raising efforts, and communication with partners, clients and other stakeholders. Working with the Board of Directors, the Executive Director will ensure that the organization is fiscally sound and that programs are consistent with the Center's mission and the current and emerging priorities of the Native communities it serves.

With the Indian Law Resource Center's Board of Directors, the Executive Director is also responsible for strategic planning and programmatic evaluation to ensure the organization is carrying out its mission to protect the resources, lands, environments, and human rights of Indian and Alaska Native nations and other indigenous peoples in North, Central, and South America.

The Executive Director supervises staff in both the Helena, Montana, and Washington, D.C., offices. Additionally, the Executive Director works closely with and provides leadership and support to the Board of Directors and especially the Board Chair. The Executive Director is actively involved in fund raising with the support of the Development Director and the Board's Fund Raising Committee.

A detailed list of the duties and responsibilities of the Executive Director is available on request.

About the Indian Law Resource Center

The Indian Law Resource Center is a non-profit law and advocacy organization established and directed by American Indians. We provide legal assistance to Indian and Alaska Native nations who are working to protect their lands, resources, human rights, environment, and cultural heritage. Our principal goal is the preservation and well-being of Indian and other Native nations and tribes.

Founded in 1978, the Center provides legal assistance free of charge to Indian nations and other indigenous peoples in the United States and throughout the Americas. We are funded by grants and contributions from individuals, foundations, and Indian nations. The Center accepts no government support. The Center presently has a staff of nine and an annual operating budget of about \$1.4 million. The headquarters office is in Helena, Montana. Our website is www.indianlaw.org.

Qualifications, Skills, and Knowledge:

Qualified candidates for the Executive Director position will be knowledgeable in all aspects of nonprofit management, including fund raising, financial management, technology, program development and execution, staff supervision, and organizational governance. In addition, candidates will have an extensive knowledge of the economic, social and political issues affecting Indian and Alaska Native nations and communities, knowledge of applicable domestic and international law, including federal Indian law, familiarity with Native culture(s), and experience working with Indian and other indigenous peoples to protect their rights. They should also have the following:

- Experience working with human rights organizations and other non-governmental organizations, the United Nations, and the Organization of American States;
- Five years fund raising experience; knowledge of fund raising principles, and the ability to establish and meet fund raising goals; and a knowledge of all aspects of the donor cycle.
- Excellent business and financial management skills, including the ability to read, analyze, and interpret business documents, manage contracts, and develop, read, interpret, manage, and explain financial statements and budgets;
- Demonstrated ability in managing and leading staff and others;
- Be well versed in nonprofit board development and governance in order to build and retain an engaged, high performing Board;
- Ability to develop and cultivate major donor relationships and other revenue generating partnerships with individuals, tribes, corporations, and foundations that currently support or have the potential to support the Center;
- Ability to develop and cultivate relationships with indigenous leaders, Native communities, and Native nations;
- Exceptional written, oral, and interpersonal communications skills;
- Experience in strategic communications, including social media and other media;
- Fluency in Spanish is very desirable.

Personal Characteristics:

- Understanding of and commitment to the Center's mission;
- Integrity, personal accountability, and ability to earn respect from all stakeholders.

- Ability to earn the respect and trust of Board members and the staff;
- Ability to work effectively with the staff and to delegate responsibility appropriately;
- Ability to serve effectively as the face of the organization and to generate enthusiasm and support for the Center;
- Ability to communicate in an open, transparent manner, to listen actively, and to build collaborative relationships within the organization and externally.

Education and Experience:

- Four years or more of senior management experience in a nonprofit, in business, or the equivalent required.
- Bachelor's degree required.
- A law degree and international law experience are important though not absolutely required.
- Experience traveling/working abroad preferred.
- Minimum of five years of fund raising experience required.
- Bilingual Spanish/English preferred, not required.

Executive Director Candidates Must Be Able To:

- Work occasional evenings and weekends as required.
- Travel nationally and internationally on a regular basis, as much as 18 times per year or more.

COMPENSATION

Salary will be commensurate with experience, plus benefits.

TO APPLY:

Send a cover letter and resume or curriculum vitae via email to Melanie Dayton
Mt@indianlaw.org.

The position will be open until filled. Applications will be considered on a rolling basis.

The Indian Law Resource Center is an equal opportunity employer. We value a diverse and inclusive staff and organization. The Center encourages applications from all qualified individuals without regard to race, color, sex, national origin, age, disability,

religion, creed, sexual orientation, gender identity and expression, political affiliation or belief, family responsibilities, and marital status.