

INDIAN LAW RESOURCE CENTER

CENTRO DE RECURSOS JURÍDICOS PARA LOS PUEBLOS INDÍGENAS

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Director of Operations

Position Description

The Indian Law Resource Center is an American Indian non-profit organization providing legal help to indigenous peoples in the United States and throughout the Americas. The Center was founded in 1978 and has an established reputation based in significant part on our leadership in winning adoption of the UN Declaration on the Rights of Indigenous Peoples.

The Center recently received an eight-year, \$20 million grant from the Kellogg Foundation as part of its Racial Equity 2030 Challenge to support our Indigenous Lands Initiative. This new project will expand and strengthen indigenous land ownership rights in Mexico and Central and South America. A brief description of the Indigenous Lands Initiative can be found [here](#).

We are seeking a full-time Director of Operations to support our institutional growth. This position will be responsible for the management of daily operations, including overseeing human resources matters, financial management, development, planning, and budgeting, providing support for the Board of Directors, and other matters. The position will ideally be in our headquarters office in Helena, Montana and will report directly to the Executive Director.

Responsibilities

The Director of Operations will, among other things:

- Manage day-to-day operations
- Oversee and support human resources functions, including employee relations, benefits, staff training, recruiting, and maintaining employee policies and procedures
- Supervise the financial management functions, including the contracted accounting firm. Present regular financial reports and projections for the Executive Director and the Board
- Prepare the Center's annual operating budget and grant budgets
- Provide support to the Executive Director for reporting to the Board of Directors, for organizing Board meetings, and other activities
- Oversee development and fund raising
- Oversee reporting to grantors and donors
- Oversee communications and website management

- Manage the organization's IT contractors and computer systems
- Provide operational support to program staff in carrying out Center projects
- Manage and maintain the Center's offices

The successful candidate may not have the experience to handle all these responsibilities independently at the outset but will be expected to develop the necessary skills in a timely manner.

Qualifications

We will give priority to candidates who can demonstrate a strong commitment to the Center's mission to assist Indian and Alaska Native nations and tribes in protecting their sovereign rights as nations and tribes and protecting Native women from violence, as well as protecting Native cultures, lands, and environments. The qualifications and experience we look for also include:

- A four-year college or university degree; equivalent and relevant work experience will be considered
- At least four years of non-profit management experience, which may include experience in operations, human resources, finance, development, and communications
- Outstanding speaking and writing skills
- Experience or background with Indian or Alaska Native cultures, governments, communities, or issues in the United States or Mexico or Central or South America
- Experience or background in indigenous peoples' rights, indigenous women's rights, human rights, environmental protection, environmental justice, climate justice, and social justice is very desirable
- Spanish language ability is very desirable but not required

This is a full-time, salaried position in our Helena, Montana Office. The salary range is between \$80,000 and \$100,000. The Center provides excellent health insurance as well as generous retirement benefits. All employees enjoy 120 hours of paid vacation annually, paid holidays, paid sick leave and personal leave, and other benefits.

To apply: please email a cover letter and resume, and two professional references, combined in one PDF document to Melanie Dayton mdayton@indianlaw.org.