

JOB DESCRIPTION
ALASKA TRIBAL ADMINISTRATORS ASSOCIATION

POSITION: EXECUTIVE DIRECTOR
DIVISION: ADMINISTRATION
SUPERVISOR: BOARD PRESIDENT/CHAIR
JOB CLASS: PROFESSIONAL
SALARY RANGE: DOE
FLSA: EXEMPT

Summary:

The Executive Director is responsible for ensuring that the mission of the organization is fulfilled by providing necessary support for effective tribal administration for tribes throughout Alaska. The Executive Director oversees the administration, programs, grants, enterprise, and strategic direction of the organization.

Key duties include advocacy based on membership direction and resolution, fundraising, marketing, community outreach, membership build, and training development and support for tribes and tribal administrators.

The Executive Director administers and coordinates the activities of ATAA in support of policies, goals, and objectives established by the BOD and its membership. The Executive Director is responsible for enhancing the internal organization and infrastructure necessary for ATAA's continued success and growth. This position provides strategic direction and oversight of all functions of ATAA and works to promote a success-oriented, accountable environment. The Executive Director will promote ATAA values and provide leadership and guidance to develop, manage and implement all functions of the non-profit. Assignments will be performed with considerable independence and require the application of initiative and creativity. The Executive Director reports directly to the Board of Directors.

Essential Duties and Responsibilities:

Board Governance

- Responsible for communicating effectively with the Board and providing timely and accurate information necessary for the Board to function properly and to make informed decisions.
- Scheduling and providing all required information, financial reporting, and other documentation for regular and special Board meetings.

Leadership

- In conjunction with the BOD, carry out the vision and mission for ATAA.
- Develop and implement a strategy to reach the goals set by the ATAA BOD.
- Work towards growth, by increasing the membership and program design.
- Identify, assess, and inform the BOD of internal and external issues that affect ATAA and tribal administration.
- Function as a professional advisor to the BOD on all aspects of ATAA.

- Along with the BOD President/Chair, function as a spokesperson for ATAA to enhance its profile.

Operational Planning and Management

- Develop and implement short and long-term objectives for systems, processes, and personnel designed to manage current activities and achieve organizational goals for tribes and tribal administrators.
- Ensure that the operation of ATAA meets the expectations of its BOD, membership, and funders.
- Provide measurement for effective systems and processes, internal and external.
- Draft for BOD approval, policies and procedures that clarify the components and implementation of the BOD's legal and fiduciary responsibilities. Recommends revisions to the BOD as appropriate.
- Establishes operating policies consistent with the BOD's general policies and objectives and ensures their execution.

Program Planning and Management

- Ensure that the programs and services offered by ATAA contribute to its mission and reflect the priorities of the membership.
- Monitor and regularly evaluate the day-to-day delivery of the programs and services of ATAA to maintain or improve quality, ensure compliance with state and federal regulations, and effectiveness of all processes internal and external.
- Oversee the planning, implementation, execution, and evaluation of special projects.

Financial and Grant Management

- Research funding sources, oversee the development of fundraising plans, and develop proposals to increase the annual operating budget of ATAA.
- In preparation for BOD approval, draft the annual budget and supporting justification.
- Work with the contracted accounting firm to oversee the coordination and activities of independent auditors ensuring all audit issues are resolved, compliance issues are met, and the preparation of the annual financial statements is in accordance with GAAP and federal and state requirements.
- Develop and maintain systems of internal controls to safeguard the financial assets of the organization and ensure that substantiating documents are approved and available so that purchases may pass independent and governmental audits.
- Ensure adequate cash flow to meet the organization's needs.
- Approve expenditures within the authority delegated by the BOD.
- Ensure filing of all corporate tax reports required by the Internal Revenue Service and the State of Alaska.
- Work with the contracted accounting firm to ensure preparation of regular financial reports, i.e. balance sheet reports, statements of income versus expense, budget reports for presentation to the BOD.
- Establish and maintain relations with banks and other financial institutions.
- Ensures that industry-standard business practices are followed.

Community Relations and Advocacy

- Communicate with stakeholders to keep them informed of the work of ATAA.
- Establish good working relationships and collaborative arrangements with community groups, funders, and other organizations to help achieve the goals of ATAA
- Participate as appropriate in local, statewide, or national events to advocate for and represent ATAA.

Risk Management

- Identify, evaluate, and implement measures to minimize risks to ATAA's stakeholders, property, finances, goodwill, and image.
- Oversee business insurance plans and perform analysis to ensure compliance with all insurance requirements for protection against property losses and potential liabilities per the various funding sources and business laws.
- Assess options and actions based on trends and conditions in the environment and the vision and values of ATAA.

Qualifications

Education

- Graduate degree in business administration or related field and at ten years of progressively responsible experience related to the work of the position. A combination of work experience and education that would conclusively demonstrate the ability to do the work may be substituted.

Experience

- Minimum of ten years of management-level work experience in a tribal or public setting and seven years of supervisory experience.
- Evidence of significant successful program management. Demonstrated experience in non-profit business administration planning, development, implementation, and execution.
- Familiarity with tribal governments and the needs and resources of small rural villages.

Knowledge, Skills, and Abilities

- Understanding of ethical behavior and business practices, and ensure that own behavior is consistent with these standards and aligns with the values of ATAA.
- Knowledge of leadership and management principles as they relate to non-profit and volunteer organizations.
- Work cooperatively and effectively with others to set goals, resolve issues, and make decisions that enhance organizational effectiveness.
- Excellent ability to express ideas and recommendations clearly and concisely in writing and orally.
- Effective and creative management skills, including proven ability to lead and motivate people.
- Ability to perceive and analyze problems; plan and develop alternatives and implement solutions.
- Ability to work independently with minimal supervision and coordinate the resources available for an effective organization.

- Ability to think and act in terms of the total organization and to recognize the need for adapting systems to the needs of the organization.
- Ability to develop business plans, analyze opportunities, develop financing proposals, and manage ATAA business investments with a high degree of integrity and profitability.
- Ability to establish and maintain effective working relationships with members, community leaders, public officials, and constituents.
- This position requires an individual with exceptional planning, organizational and employee relations skills, giving attention to priorities and performing the duties effectively under pressure and within deadlines.
- Excellent judgment and self-sufficiency in effective problem-solving.
- Ability to adapt and demonstrate a willingness to be flexible, versatile, and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- Utilization of Microsoft Office Suites and membership software required.

Working Environment:

The majority of work is performed in a professional office setting with a wide variety of people with differing functions, personalities, and abilities. Some travel to rural Alaska and the Lower 48 required.

PHYSICAL DEMANDS: The work is generally sedentary, requiring routine walking, standing, bending, and carrying items weighing less than forty pounds. [Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions].

REASONABLE ACCOMMODATION: It is our practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

Interested candidates may submit resume, three (3) professional references, cover letter and two (2) writing samples to teresa@aktaa.org.