



Job title: Tribal Administrator

Location: Unalaska, AK (relocation assistance negotiable)

Reports to: Tribal Council

Compensation: Based on level of experience

Closing: OPEN UNTIL FILLED

Position Description:

Tribal Administrator serves as the senior executive leader of the Qawalangin Tribe of Unalaska, responsible for overseeing the strategic, operational, and cultural priorities of the Tribe. The Tribal Administrator ensures that the Tribe's long-term goals of economic development, cultural preservation, self-governance, and social well-being are met. The Tribal Administrator works at the direction of the Tribal Council and its designated committees and plays a key role in advocating for the Tribe's interests, managing Tribal programs, and maintaining financial sustainability while upholding the cultural values and sovereignty of the Tribe.

Duties and Responsibilities:

Tribal Leadership and Governance

- Collaborate with the Tribal Council to develop and implement the Tribe's strategic plan, focusing on economic growth, social development, and cultural preservation.
- Provide guidance and support to the Tribal Council, ensuring effective communication and cooperation between the executive leadership and the governing body.
- Lead governance initiatives that enhance the Tribe's sovereignty, self-determination, and representation at the regional and national levels.
- Work closely with Tribal leaders, councils, and community members to align governance decisions with the Tribe's cultural, social, and economic goals.
- Foster relationships with local, state, and federal government agencies, affiliated nonprofits, and other Indigenous entities, advocating for the Tribe's interests and securing funding opportunities.

Strategic Planning and Development

- Lead the development of a comprehensive operational strategic plan that addresses the tribe's short-term and long-term goals and objectives that align with the Tribal Council's strategic plan.
- Identify opportunities for growth and diversification of tribal resources, revenue streams, and economic development.

- Foster partnerships and collaborations with external entities to support the tribe's economic, social, and cultural development.

Operational Management

- Manage all Tribal departments, ensuring efficient operations and successful program delivery, including healthcare, housing, education, economic development, and natural resource management.
- Develop and maintain operational policies, procedures, and systems that reflect the Tribe's values and goals.
- Ensure compliance with federal, state, and Tribal laws and regulations governing the organization and its activities.
- Monitor program outcomes and community needs, adjusting services and programs to ensure maximum benefit to Tribal members.

Financial Stewardship

- Oversee the financial health of the Tribe, including budgeting, financial planning, and securing long-term sustainability.
- Work collaboratively with the Finance Department to ensure that financial operations are transparent, compliant with audit standards, and aligned with the Tribe's long-term objectives.
- Identify and pursue funding opportunities, including grants, partnerships, and other revenue-generating initiatives that support Tribal programs and economic development projects.
- Present financial reports, budgets, and audits to the Tribal Council, making recommendations for fiscal strategies that promote economic resilience.

Economic Development

- Drive the development and implementation of economic initiatives that promote Tribal prosperity, including business enterprises, natural resource management, and sustainable economic projects.
- Identify and evaluate potential business ventures, partnerships, and investments that align with Tribal values and provide economic benefits to the community.
- Support workforce development programs that create opportunities for Tribal members, including education, training, and employment within Tribal enterprises and external sectors.

Grants Management and Compliance

- Responsible for ensuring the timely submission of all federal, state, local, and foundational reporting requirements, including financial and period performance reporting to ensure no late submissions.
- Maintains funding agency reporting database systems in addition to one other person, ensuring appropriate checks and balances.

Cultural Advocacy and Community Engagement

- Uphold and promote the cultural traditions, languages, and heritage of the Tribe through all levels of governance and operations.

- Work collaboratively with Tribal cultural departments and community leaders to implement programs that enhance cultural knowledge, preservation, and identity.
- Foster community engagement by maintaining open and transparent communication with Tribal members, ensuring their needs and concerns are addressed.
- Represent the Tribe at community events, regional and national forums, and other public engagements, advocating for the Tribe's values and interests.

Compliance and Legal Affairs

- Ensure the tribe's compliance with all applicable laws, regulations, and requirements of funding agencies.
- Work closely with legal counsel to address legal matters, contracts, and agreements on behalf of the tribe.

Team Leadership and Development

- Build and maintain a high-performing leadership team, ensuring they are aligned with the Tribe's goals and values.
- Provide mentorship, professional development, and capacity-building opportunities for Tribal staff to strengthen organizational leadership.
- Foster a collaborative and inclusive workplace culture that reflects the values and traditions of the Tribe.
- Adhere to the guidelines set forth by Public Law 63-638 regarding Native preference.

Qualifications:

- Minimum of a Bachelor's degree in a relevant field such as Business Administration, Public Administration, Law, or a related discipline. A Master's degree is preferred.
- Extensive leadership experience in a senior executive role, preferably within an Alaska Native Tribe, Regional or Native Village Corporation, or other Indigenous organization.
- Deep understanding and respect for Alaska Native culture, traditions, and history, with a commitment to preserving and promoting tribal heritage.
- Strong business acumen, with demonstrated success in financial management, economic development, and strategic planning.
- Excellent communication skills, including effectively engaging with tribal members, stakeholders, and external partners.
- Experience in advocacy and representation at local, state, and national levels.
- Ability to navigate complex political and legal environments with integrity and diplomacy.
- Demonstrated commitment to transparency, accountability, and ethical conduct.

Native Preference:

The Qawalangin Tribe of Unalaska is an equal opportunity employer and, in accordance with P.L. 93-638, will give preference to qualified Alaska Native and Native American candidates in accordance with federal regulations.

Internal Preference:

The Qawalangin Tribe of Unalaska gives preference to internal applicants.

Background Check:

All candidates for this position are subject to a background check, including employment education and criminal histories.

How to Apply:**Application for employment must include the following to be considered:**

Cover letter highlighting your knowledge, skills, abilities, and experience as they pertain to the key responsibilities and desired strengths listed in the job description.

Resume outlining relevant education, work experience, as outlined in the minimum job qualifications, and salary history.

Three professional references (including names, email addresses, and telephone numbers).

Please submit your application materials to our local Tribal office in Unalaska (1253 E Broadway, Unalaska AK 99685), or email to admin@qawalangin.com.