



Tolowa Dee-ni' Nation Position Description

Title: Executive Director
Class: Management
Status: Full-time
Supervisor: Tribal Council
Subordinates: Tolowa Dee-ni' Nation Executive Leadership Team
Effective Date: May 2018

Department: (11) Administration
FLSA: Exempt
Pay Grade: 15-16 (\$95,138 - \$150,404)
Grant Funded: No

Position Summary:

Responsible for providing executive level leadership to the Chief Operating Officer, Chief Governance Officer and the Chief Financial Officer (Executive Leadership Team) as they implement, manage and carry out the operation of all programs, projects and contracts of the Tolowa Dee-ni' Nation. Executive Director has hiring and termination authority of Chief Operating Officer, Chief Governance Officer and Chief Financial Officer. The Executive Director will connect the vision of Tribal Council with every other element in Tribal government, all Departments, programs and services. The Executive Director will lead the implementation of the Tribe's Strategic Plan by working with Tribal Council, managing change, leading and supporting all Tribal Departments, programs and services, and representing the Tribe with external partners and stakeholders in local, state and federal sectors. Protect and ensure all assets and resources of the Tribe are safeguarded through management and financial best practices. Report to and ensure the policy decisions of the Tolowa Dee-ni' Nation Tribal Council are implemented.

All Tolowa Dee-ni' Nation employees are at will employees.

Essential Duties and Responsibilities: include the following:

- Facilitate the preparation of the Tolowa Dee-ni' Nation Strategic Business/Master Plan.
- Plans and executes the goals and objectives identified by the Tribal Council.
- Coordinate with the Office of Self-Governance in the engagement with external governmental and other agencies in comprehensive planning efforts to achieve maximum tribal member input and benefit.
- Work collaboratively with executive leadership team staff in both the fiscal and operations areas to forecast, plan and prepare the annual budget and oversee Tribal operations, including the development of Tribal programs, plans and budgets to ensure resources are aligned with the Strategic Plan, and all Tribal assets and resources are safeguarded through financial and management best practices.
- Receive and review reports from Executive Leadership Team about administration activities.
- Promote internal networking, and train the Team on leadership and management techniques.
- Ensures alignment toward achieving the mission-oriented goals and objectives identified by the Tolowa Dee-ni' Nation Tribal Council.

- Coordinates and works to identify economic development opportunities that assist the Nation in its goal of achieving economic self-sufficiency and self-determination.
- Confers with Tribal Council and others on various operating, planning, economic development, financial and administrative matters; insures open communication among all staff.
- Proficiently modify or change management methodology mid-course, as required, to meet identified goals and objectives of programs and projects.
- Attend duly scheduled Tribal Council Meetings to interface and build relationships with citizenry, to support staff presentations, and to share updated program, grant or services information. Also helps to prepare, review and analyze documents, policies, resolutions and budgets for Council meetings.
- Communicate regularly and in writing with Tribal Council.
- Provide monthly written reports on activities to Tribal Council.
- Coordinate effort to standardize policies and procedures.
- Review, verify and negotiate contracts and land purchases that preserve tribal sovereignty and that serve the best interests of the Tolowa Dee-ni' Nation.
- Evaluate the effectiveness of the organization structure, staffing needs and performance objectives annually and make recommendations to Tribal Council for approval.
- Work with the political landscape to enhance and improve communications as needed.
- Work with staff to increase efficiencies, streamline operations and improve processes.
- Identify areas and mechanisms necessary to reduce risk.
- Drives the design, development and implementation of an economic business development corporation. Creates performance measures, drafts governing documents and recruits Board of Directors.
- Design, develop and implement methods to improve reporting and reach to tribal members.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary by the Tolowa Dee-ni' Nation Tribal Council.

Supervisory Responsibilities:

Responsible for setting the leadership atmosphere of the Executive Leadership Team in accordance with the Nation's objectives and goals. Ensure compliance with the Human Resources personnel policies of the Tolowa Dee-ni' Nation. Uses and promotes a consensus team approach to management and insures accountability throughout the workplace.

Minimum Qualifications:

- An advanced degree in Public or Business Administration or related field required, and at least ten years of demonstrated senior management and supervisory experience (with a minimum of five direct report staff), preferably with tribal government; a track record of effectively leading an outcome-based organization, specific examples of operationalized strategies that have led to progressive organizational development.
- A track record of excellence in organizational management with the ability to manage Executive Leadership Team and a complex multimillion dollar budget and multiple projects.
- Strong public relations skill and the experience to engage with a wide range of federal/state stakeholders.

Executive Director

Tribal Council Approved May 24, 2018

- The ability to take action-oriented, entrepreneurial, adaptable and innovative approaches to planning, execution, and creation of partnerships.
- Demonstrated ability in cultivating effective collaborative relationships with local, state and federal partners.
- Knowledgeable of tribal gaming and/or Casino operations preferred.
- Highly skilled in leadership development, ability to motivate and empower others, to positively influence self-esteem and attitudes of others, ability to relate positively to diverse people in a variety of situations.
- Highly skilled in communication effectively both orally and in writing and strong listening skills.
- Knowledgeable with tribal economic business development corporations, their structures, challenges and solutions.
- Understanding of the principles of Federal Indian Law, including sovereignty, the Federal Trust responsibility, Tribal-State Relations and Tribal self-determination.
- Demonstrated knowledge of tribal operations, programs and services; federal and state laws that pertain to the Tribe.
- Experience in the planning and implementation of a complex, multi-layer array of program service, government support, and administrative components comprising a single organization.
- Knowledge of organizational operations, programs and services; policies and regulations pertaining to tribal operations, programs and services, budgeting and fiscal management; the principles of supervision and personnel practices.
- Ability to read, understand and interpret financial statements.
- Knowledge of computer software and applications.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Ability to maintain confidentiality.
- Qualified American Indian Preference applies.

Preferred Knowledge:

Comprehensive knowledge of the history, culture and organization history of the Tolowa Dee-ni' Nation and the Tolowa people is preferred.

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from the Tribal Council, Tribal members, professionals or the general public. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

Must possess and maintain a valid, state-issued driver’s license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.

Physical Demands:

While performing the duties of this job the employee is regularly required to sit, use hands and fingers, handle and feel. The employee is frequently required to stand, walk, and ascend and descend steps. The employee must regularly lift and/or move up to 20 pounds and occasionally lift and/move 20 pounds. The Executive Director will be required to travel by motor vehicle or airline transportation.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).

Work Environment:

The noise level in the work environment is usually moderate, (examples: business office with computers and printer, light traffic).

Additional Employment Conditions:

All Tolowa Dee-ni’ Nation employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Tolowa Dee-ni’ Nation drug free workplace policy and will be subject to pre-employment, for-cause, and post-accident drug and alcohol testing.

In compliance with TDN laws and policies, all employees must be in good standing with TDN and its entities. Past employment will also be taken into consideration. Tolowa Dee-ni’ Nation is an at will employer.

Employee’s Signature: _____

Date: _____

Supervisor’s Signature: _____

Date: _____