



Tolowa Dee-ni' Nation Position Description

Title: Executive Director
Class: Management
Status: Full-time
Supervisor: Tribal Council
Effective Date: May 2018

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

Position Summary:

The Executive Director will connect the vision of the Tolowa Dee-ni' Nation's Council with every other element in Tribal government, all Departments, programs and services. Responsible for providing executive level leadership across Tribal government operations in support of the Tolowa Dee-ni' Nation (TDN) and its Council. Exerts leadership for staff and in the executive team to implement, manage and carry out the operation of all programs, projects and contracts of the Tolowa Dee-ni' Nation. The Executive Director will lead the implementation of the Tribe's Strategic Plan by working with Tribal Council, and the office of self-governance by managing change, leading and supporting all Tribal Departments, programs and services to achieve the goals set by Tribal Council. 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:

Leadership and Oversight

1. Develop and implement effective responsive actions necessary to meet goals and objectives identified by the Tribal Council.
2. Contribute to the regular three-year update of the Tribe's strategic plan goals and benchmarks.
3. Promote cross-functional internal networking and facilitate training on effective leadership and management techniques.
4. Ensure alignment across operations for achieving the mission-oriented goals and objectives identified by the Tolowa Dee-ni' Nation Tribal Council.
5. Coordinate and work to identify economic development opportunities that assist the Nation in its goal of achieving economic self-sufficiency and self-determination.
6. Design, develop and implement methods to improve reporting and transfer of information across Tribal operations, and meaningfully reach Tribal members.

Administrative and Budgetary

1. Receive, review and utilize fiscal and administrative reports from other executives, directors, program leaders.

2. In consultation with TDN executives, ensure resources are aligned with the most recent strategic plan and that all Tribal assets and resources are safeguarded through financial and management best practices.
3. Confers with Tribal Council and others on various operating, planning, economic development, financial and administrative matters; insures open communication among all staff.
4. Assists to prepare, review and analyze documents, policies, resolutions and budgets for Council meetings.
5. Proficiently modify or change management methodology mid-course, as required, to meet identified goals and objectives of programs and projects.
6. Provide monthly written reports on activities to Tribal Council.
7. Communicate regularly and in writing with Tribal Council.
8. Coordinate effort to standardize policies and procedures.
9. Evaluate the effectiveness of the organization structure, staffing needs and performance objectives annually and make recommendations to Tribal Council for approval.
10. Work with staff to increase efficiencies, streamline operations and improve processes.
11. Identify areas and mechanisms necessary to reduce liability, and financial risk, and develop corrective actions for implementation

Collaboration and Partnership

1. 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.
2. Work collaboratively with the TDN fiscal and governance executives to forecast, plan and prepare the annual budget; oversee Tribal operations including the development of Tribal programs, plans and budgets.
3. 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.
4. In cooperation with the Chief Governance Officer and the Tribal Council, review, verify and negotiate contracts and land purchases that preserve Tribal sovereignty and serve the best interests of the Tolowa Dee-ni' Nation.
5. Enact action-oriented, entrepreneurial, adaptable and innovative approaches to planning, execution and creation of partnerships.
6. Drive the design, development and implementation of an economic business development corporation. Creates performance measures, drafts governing documents and recruits Board of Directors.

Supervisory Responsibilities:

Responsible for leadership and the morale across Tribal government operations in accordance with the Nation's objectives and goals. Uses and promotes a consensus team approach to management and insures accountability throughout the workplace. Observes, promotes and enforces compliance with the Human Resources personnel policies of the Tolowa Dee-ni' Nation including reviewing and making decisions on personnel actions such as employment, retention, promotion and termination.

Minimum Qualifications:

1. An advance degree in Public or Business Administration or related field required. Progressively responsible work experience as an Executive Director may be substituted for the education requirement (two years of full time experience equals to one year of college) and at least ten years of demonstrated executive 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, and specific examples of operationalized strategies that have led to progressive organizational development.
2. A track record of excellence in organizational management and leadership.
3. Demonstrated executive level administrative experience over multiple projects within a complex multi-million dollar operational budget.
4. Strong public relations skill and the experience to engage with a wide range of Tribal/Federal/State stakeholders.
5. The ability to cultivate action-oriented, entrepreneurial, adaptable and innovative approaches to planning, execution, and creation of partnerships.
6. Demonstrated success in fostering effective collaborative relationships with Tribal local, State and Federal partners.
7. Knowledge and understanding of Tribal gaming compact laws and regulations and casino operations preferred.
8. Demonstrated skills in developing leadership opportunities and motivation to empower staff to contribute to Tolowa Dee-ni Nations goals.
9. Ability to relate positively to diverse people in a variety of situations.
10. Possess high written and spoken communications skills as well as strong listening skills.
11. Knowledgeable about issues and opportunities within Tribal economic business development corporations, their structures, challenges and solutions.
12. Understanding of the principles of Federal Indian Law, including sovereignty, the Federal Trust responsibility, Tribal-State Relations and Tribal self-determination.
13. Demonstrated knowledge of Tribal operations, programs and services; federal and state laws that pertain to the Tribe.
14. Experience in the planning and implementation of a complex, multi-layer array of program services, government support and administrative components comprising a single organization.
15. 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.
16. Ability to read, understand and interpret financial statements.
17. Knowledge and application of computer software and applications.
18. Ability to maintain confidentiality.
19. 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.

Acknowledgment:

I have read this job description and fully understand the requirements set forth therein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

Tolowa Dee-ni' Nation has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all

function, responsibilities, skills and abilities. Additional functions and requirements may be assigned by Tolowa Dee-ni' Nation as deemed appropriate. I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself, and that such termination can be made with or without notice.

Employee's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____