



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Executive Director

Team: Native Village of Eyak
Reports to: Tribal Council
FLSA Status: Exempt from overtime

Salary Range: DOE
Schedule: Fulltime, regular 40 hrs.
Last Revised: November 2023

The Executive Director provides effective oversight and management of all NVE programs in accordance with the NVE Mission and strategic plans as developed by the Tribal Council. This position is responsible for the management of NVE including responsibility for policy development, program planning, fiscal management, administration, quality improvement, daily operation, and communication regarding all NVE functions, programs, and activities.

Supervisory Responsibilities:

- Supervises Deputy Director and Program Managers.

Duties/Responsibilities:

- Work closely with the Tribal Council, committees, boards, and a variety of agencies in implementing programs and projects identified as priorities by the Tribe.
- Represents and is the point of contact for NVE to various government agencies, community groups, professional and other organizations directly or through delegated staff.
- Transparency in communication with Tribal Council, NVE staff & Tribal Members.
- Oversight on planning & progress for Tribal Council directives, NVE Priorities & Strategic Plans, policies and procedures and work standards for NVE.
- Interfaces with a variety of agencies and NVE Program Managers to ensure programs are managed in compliance with applicable regulations, NVE policies, and operating procedures governing personnel, finance, contracting, administration, records, facilities, and property.
- Negotiate and enforce the provisions of contracts, leases, and agreements.
- Direct and provide oversight for the preparations and administration of the annual budget.
- Direct the development and implementation of management systems, procedures, and standards for program evaluation within NVE to encourage positive staff morale and team building.
- Provide monthly reports at NVE Tribal Council meetings.
- Participate in NVE Tribal Member events.
- Performs other related duties as assigned.



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Required Skills/Abilities:

- Demonstrate effective leadership and managerial skills in a mutually supportive environment.
- Ability to read, create, and follow budgets for multiple programs.
- Ability to write and manage grants.
- Knowledge of the federal government and Alaska Native relationship.
- Ability to clearly communicate progress, concerns & opportunities verbally and in writing.
- Ability to represent the organization, establish, and maintain effective working relationships with those contacted in the course of work effectively and professionally.
- Ability to exercise a high degree of initiative, judgment, discretion, and decision-making to achieve organizational priorities.
- Competency in planning and directing complex work projects, and the ability to develop, present and manage long-range program plans and budgets.
- Ability to build a working relationship with Tribal Council, Tribal Members, and staff.
- Proficient in the use of Microsoft Office Suite and knowledge of related technology.

Education and Experience:

- Bachelor's degree in business/management, master's degree in business or public administration or equivalent preferred.
- Minimum of five years' experience in Tribal Government Management. Master's degree may be substituted for 3 years' experience.
- Minimum of 2 years' experience with contract negotiations.
- Experience with and understanding of Tribal Self-Governance, 638 compacting & indirect rate negotiations is required.

Physical Requirements:

- Prolonged periods sitting/or standing at a desk and working on a computer.
- Due to the varied nature of working for a Tribal Government, exposure to inclement outdoor environments and physically strenuous work may occur.
- Regularly use mental, oral, and written methods of creating complex material using high-level cognitive functions, or otherwise create and communicate NVE policies, procedures, goals, and objectives.
- ***The candidate must be located or reside in Cordova, AK.***

Disclaimer

NVE Traditional Council has the right to assign or reassign duties and responsibilities to this job at any time. By signing below, I acknowledge receipt of this job description.

Employee Signature

Date