



Job Description

Planning and Development Director

Department: Administration
Reports To: Deputy Executive Director
FLSA Classification: Exempt
Wage Range: 12/13 \$44.61-\$53.09 per hour DOQ

Position Summary: Under the general direction of the Executive and/or Deputy Executive Director, the Planning and Development Director is responsible for overseeing strategic and project planning, data collection, analysis and reporting, fund and grants development, and strategic communication functions for the Agency. The planning department provides the infrastructure to support organizational, resource and Tribal development/quality improvement to maximize the Consortium's competitiveness for addressing identified needs and priorities of member Tribes. Position located at the IPC in Shelton, WA.

Core Functions:

1. Facilitate the implementation of the Agency's strategic plan; develop, monitor, evaluate and report strategic plan outcome measures to assure the plan remains a fluid process and continues to further the Agency towards its vision and mission.
2. Lead and coordinate an Intertribal planning process that brings Tribal planners and other key Tribal staff together to plan and develop projects that align with the Board of Directors and Tribal Leaders' priorities.
3. Provide oversight for the Agency's grants development, management, compliance and reporting processes and systems.
4. Manage the process for entering Tribal resolutions and Memorandums of Agreements with Tribes as grant award sub-recipients and with vendors for funded programs.
5. Develop, monitor and enhance the Agency's fund portfolio/fund development plan to diversify the agency's revenue streams and create Agency sustainability as directed.
6. Research and cultivate external partnerships and donors to collaboratively meet the Agency's mission and vision and leverage resources not available internally.
7. Implement and enhance grants development processes, systems and procedures.
8. Implement and enhance a strategic communications plan that conveys the positive impact the Agency has on Tribal communities and to promote the individual accomplishments of consortium Tribes.
9. Implement and enhance a system of data collection, analysis, reporting and use of Tribal and Agency program data to enhance competitiveness of grant applications and support Consortium Tribes in using data to address priority Tribal community needs.
10. Assist the Executive and Deputy Executive Directors in facilitating the Agency's Tribal Think Tank Process where priority projects are identified and assessed by the Board of Directors, Tribal Leaders and other Tribal decision-makers.

11. Oversee comprehensive research to find, collect and report new information and facts to the agency's Board of Directors to guide decisions in assuming collective new programs or projects.
12. Manage the operations of the Planning and Development team.
13. Participate and contribute to policy/process development and operational management.
14. Other duties as assigned.

Minimum Qualifications:

- Master's degree in business administration, non-profit leadership or related field with four (4) years' experience in planning and resource development; Three or more years of supervisory experience of subordinate employees, including setting, measuring, and evaluating performance expectations. **Or**
- Bachelor's degree in business administration, non-profit leadership or related field with six (6) years' experience in planning and resource development; Three or more years of supervisory experience of subordinate employees, including setting, measuring, and evaluating performance expectations.
- Demonstrated ability to plan and direct others to accomplish complex major activities and report on operations and activities which are broad in scope.
- Ability to make responsible decisions affecting a large section of the organization and stakeholder group.
- Ability to build and maintain strong personal relationships across a diversity of cultures.
- Excellent customer service skills and demonstrated ability to develop effective working relationships and maintain professionalism, diplomacy and tact with co-workers and stakeholder groups.
- Experience working with Native American communities preferred.
- Able to plan and meet deadlines while maintaining a flexible work schedule to meet demands of executive-level management work.
- Demonstrated initiative and work as a team player.
- Strong MS Office skills including Excel, Word and PowerPoint.
- Pass a background investigation including criminal history, confirmation of work experience and education.

Supervisory Requirements: This position supervises the Grant Writer and the Communications Specialist in accordance with SPIPA's policies, procedures and applicable laws.

Physical Abilities: Bending at the waist; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; hearing and speaking to exchange information; seeing to read reports and data; lifting light objects. Occasional travel to other SPIPA or regional locations.

Salary/Fringe Benefits: Compensation for this position has a starting range of \$44.61 - \$53.09 per hour DOQ (based on 37.5 hours per week). Benefits include medical, dental, vision, life insurance and Agency contribution to a retirement program.

Confidentiality: This position will have knowledge of confidential personal information regarding others. The employee will be required to sign a Confidentiality Agreement and adhere to applicable standards.

Equal Opportunity: SPIPA is an equal opportunity employer. Native American preference applies in that we seek to hire qualified enrolled members of SPIPA consortium Tribes, federally recognized Tribes or Alaska Natives. Minimum qualifications must be fully met for all applicants to be considered for employment.

Drug-free Workplace: SPIPA is committed to providing a drug-free workplace for its employees, volunteers and the communities it serves. This position requires successful completion of a pre-employment drug test.

To Apply:

Complete and submit a SPIPA employment application (<http://www.spipa.org>), a cover letter describing how your qualifications align with this position, and a resume including three work related references to:

Kyle Rogers, Deputy Executive Director
South Puget Intertribal Planning Agency
3104 SE Old Olympic Hwy
Shelton, WA 98584
krogers@spipa.org

SPIPA Employment application is available online at <http://www.spipa.org> JOBS or by calling (360) 426-3990.

**Application screening will begin September 27th, 2022.
Open until filled.**