



JOB DESCRIPTION

Position: Executive Director
Department: Administration
Reports To: SPIPA Board of Directors
FLSA Classification: Exempt
Wage Range: 14/15 \$134,927 – 148,969 DOE

Position Summary:

Under the direction and supervision of the SPIPA Board of Directors, the Executive Director is responsible for the overall day-to-day administration, coordination and management of the agency's programs and operations, as well as the implementation of Board directives. This is a highly responsible and visible executive position requiring exceptional skills and expertise in leadership, supervision, fiscal oversight, resource development, program management, grant compliance, and strategic planning. The Executive Director works closely and in full cooperation with the five consortium Tribal governments and the Board of Directors to achieve and support each member Tribe's vision of success and wellness.

Responsibilities:

- Directs and manages the day-to-day operations of the agency;
- Provides expert and accurate operational and strategic advice and recommendations to the agency Board of Directors.
- Leads the agency in achieving and supporting the Board's mission, vision and strategic plan by identifying strategies, seeking opportunities, and developing initiatives to enhance social, health and human services programs/services on behalf of the five consortium Tribes.
- Works with the agency's Fiscal Director and all Program Directors to complete fiscal-year budgets and make appropriate recommendations to the Board of Directors relating to budget approval.
- Schedules and coordinates monthly meetings, special meetings, and study sessions with the Board of Directors regarding grant proposals, program operations, budget execution, agency financials, resource development activities, and other relevant topics.
- Prepares Board reports, summaries, and resolutions as necessary for Board discussion and consideration.
- Schedules and coordinates monthly meetings, special meetings, training, and study sessions for Program Directors regarding program modifications, personnel issues, grant compliance, required reporting to grantors, and other relevant topics.
- Selects, trains, supervises and evaluates Program and Administrative Department Directors. Provides leadership and management oversight of the SPIPA Senior Leadership Team.
- Reviews, monitors, and approves expenditures together with Program Directors and other staff to ensure grant/contract compliance pursuant to applicable laws and regulations, approved budgets, and relevant policies.

- Maintains close contact and strong relationships with the five consortium Tribal Councils and leadership, public/private organizations, and others to promote SPIPA programs and services to Native Americans and the five consortium Tribal communities.
- Represents the agency at various public functions, meetings, and conferences.
- Serves as the agency's primary spokesperson at all inter-governmental agency meetings, discussions, and negotiations.
- Carries out other duties as assigned by the Board.

Qualifications:

- Master's degree in public or business Administration, Management, Social Services or closely related field and six years of demonstrated work experience in a senior management or Executive Director level position, **or**
- Bachelor's Degree in Business Administration, Social Services or closely related field and eight years of demonstrated work experience in program administration in senior management or leadership positions.
- In-depth experience negotiating, administering and monitoring Tribal, state and federal governmental grants, contracts and memoranda of understanding.
- Prior experience in OMB cost principals and external annual audits.
- Prior experience in a non-profit consortium or corporation that is led by a Board of Directors.
- Demonstrated experience in overseeing the administration of a broad spectrum of social services to Native American communities.
- In-depth knowledge of public policy issues and programs related to Native Americans and tribal communities.
- Demonstrated experience in private and public fund development, marketing, and public relations to successfully engage stakeholders that include consortium member Tribes, grantors and other funding entities, policy makers, and local communities.
- Excellent problem-solving and decision-making skills and the ability to analyze complex issues and clearly communicate timely and reasonable courses of action that are in the best interest of the agency.
- Exceptional communication skills with proven ability and speaking clearly and effectively.
- Superior diplomacy skills and demonstrated experience working in a cross-cultural environment, particularly with Native Americans and within tribal communities.
- Strong computer and information technology skills using various software and computer programs.
- Possess a valid Washington State Driver's license and auto insurance.
- Must be bondable.
- Ability to pass a full background investigation including a criminal history background check, pre-employment drug screen, confirmation of work experience, reference check, and confirmation of education, degrees, and certifications.
- Ability to travel frequently to consortium member Tribal Reservations as needed.

Physical Abilities:

Bending at the waist; sitting for extended periods of time; ability to operate a computer keyboard, office equipment, and telephones; and lifting light objects generally less than 10 pounds. Ability to operate a motor vehicle safely.

Salary Range/Fringe Benefits:

Range 14/15. Compensation for this position is dependent upon experience and qualifications. Benefits include medical, dental, vision, life insurance, and agency contribution to a retirement program.

Confidentiality:

This position will have knowledge of private and confidential personal information regarding individuals. The successful candidate will be required to sign an Agency Confidentiality Agreement and adhere to all applicable standards of confidentiality.

Native American Preference:

Native American preference shall apply. The agency seeks to hire qualified, enrolled members of consortium member Tribes, and other federally recognized Indian Tribes, and Alaskan Natives in that order. However, the qualifications as set forth in this job description must be fully met for an applicant to be considered for employment.

Drug-free Workplace:

SPIPA is committed to providing a drug-free workplace for its employees, clients, volunteers, and the communities it serves. This position requires a clean pre-employment drug test.

To Apply:

Complete a SPIPA Employment Application packet and send with cover letter and resume including three work related references to:

South Puget Intertribal Planning Agency
Attn: Human Resources Manager
3104 SE Old Olympic Hwy, Shelton, WA 98584
archiesmith@spipa.org

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

**Application screening will begin October 2, 2023.
Open until filled.**