



JOB DESCRIPTION

Deputy Executive Director

Department:	Administration
Reports To:	Executive Director
FLSA Classification:	Exempt
Work Location:	On Site
Wage Range:	13/14

Position Summary

Under the direction of the Executive Director, the Deputy Executive Director is responsible for the overall day-to-day administration, coordination and management of the agency's programs and operations. 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 position is located at SPIPA's Intertribal Professional Center on the Squaxin Island Reservation, near Shelton, WA.

Responsibilities

- Directs and manages the day-to-day administrative operations of the agency and its facilities.
- Conducts analysis and recommends to the Executive Director areas and issues needing policy development, process improvements and corrective actions.
- Ensures that all programs under the direction of the position are efficiently and effectively administered using their resources.
- Works with the agency's Fiscal Director to develop the annual indirect cost pool budget.
- Selects, trains, supervises and evaluates staff which report to the position.
- Coordinates staff communication such as weekly leadership meetings, bi-annual all-staff meetings, and other meetings as requested.
- Assists with Board reports, summaries, and resolutions as necessary for Board discussion and consideration.
- Reviews, monitors, and approves expenditures together with program directors, managers, and staff to ensure grant/contract compliance pursuant to applicable laws and regulations, approved budgets, and relevant policies.
- Represents the agency at various public functions, meetings and conferences as requested by the Executive Director.
- Fills in for the Executive Director in his/her absence.
- Carries out other duties as assigned by the Executive Director.

The Deputy Executive Director, as an employee of the South Puget Intertribal Planning Agency, is expected to collaborate and engage in a culturally humble way with all staff to support the Vision, Mission, and Core Values of the agency.

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.
- Demonstrated experience in overseeing the administration of a broad spectrum of workforce, health, and/or human services to Native American communities.
- Excellent problem solving and decision-making skills and the ability to analyze complex issues and clearly communicate timely and reasonable courses of action.
- Exceptional communication skills with proven ability, writing, and speaking clearly and effectively.
- Superior diplomacy skills and demonstrated experience working in a diverse environment, particularly with Native Americans and within tribal communities.
- In-depth experience administering and overseeing Tribal, state, and federal government grants, contracts, and memoranda of understanding.
- 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, local communities and others.
- Basic understanding of fund accounting, federal grant management, and single audits.
- Prior experience in a non-profit consortium or corporation that is led by a Board of Directors.
- Strong computer and technology skills using various office software and computer programs.
- Possess a valid Driver's license.
- Ability to pass a 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; dexterity of hands and fingers to operate a computer keyboard; hearing and speaking to exchange information; seeing to read reports and data; lifting and moving small to medium size objects weighing up to 25 pounds; occasional travel to other SPIPA or tribal locations.

Salary Range/Fringe Benefits: Range 13/14; Compensation for this position has a starting range of \$58.98 - \$62.76 per hour depending on qualifications (based on a 37.5-hour 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:

Archie Smith, Human Resources Manager
South Puget Intertribal Planning Agency
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 September 3rd, 2024. Open until filled.