



UNITED INDIANS
OF ALL TRIBES FOUNDATION

Daybreak Star Indian Cultural Center
Post Office Box 99100, Seattle, WA 98139
Phone: (206) 285-4425 Fax: (206) 282-3640

JOB ANNOUNCEMENT

JOB TITLE: Executive Director

DEPARTMENT: Executive

REPORTS TO: Chair, Board of Directors

STATUS: Full Time, Exempt

LOCATION: Daybreak Cultural Center, Seattle

PAY SCALE: DOE

POSITION CLOSING: When Filled

JOB PURPOSE: The United Indians of All Tribes Foundation, a storied non-profit formed in 1970, is seeking a new executive leader to invigorate and sustain the agency.

The Executive Director will work with the Board of Directors, staff and community in the updating and administration of the Foundation's Mission Statement, Strategic Plan and enumerated goals of the agency. This position will ensure the implementation of short and long range goals for the operation of United Indians of All Tribes Foundation.

The Executive Director will be responsible for the overall administration and implementation of all policies, procedures, services and capital development. This position will provide for the administration of the Elder, Youth, Education, Family Services, , Cultural, Art Gallery and related initiatives, Department of Corrections Indian religious services, and related program services for the Seattle Urban Indian Community and the American Indian/Alaska Native Community in the Pacific Northwest area.

The Executive Director is responsible for the administration of all grants, contracts, budgets, financial audits, and all legal binding agreements entered into by the UIATF. This position will be responsible for compliance with all Human Resource personnel policies, pertinent constructional obligations, non-profit 501c (3) regulations and the rules of law.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide leadership to ensure that the mission and core values of the UIATF are put into practice;
- Build, support and enhance a positive, productive organizational structure that reflects the Native American & Alaskan Native cultures and workplace that demonstrates integrity, honesty, trust, support and respect for all tribal cultures;
- Update goals, timelines, funding resource identification, contacts for program grant/contract/foundation development and fund raising activities; Develop capital campaign goals for expansion of infrastructure, buildings and services.
- Host weekly budget and administration meetings to ensure staff meet program activity time-lines, goals, evaluation, compliance with budget expenditures, In-Kind

requirements, building and infrastructure needs and related program requirements of grants and contracts;

- Update and develop program and financial administrative procedures and program regulation handbooks to ensure compliance with UTATF goals, equitable and fair treatment of all staff, committees and board members of UIATF;
- Ensure that program written reports of program services, minutes of the Board of Directors, travel reimbursements and related information is organized for each Board of Directors. Provide a Line-of-Authority Chart to the Board of Directors, with a list of staff, summary of program services and outcomes for the monthly Board of Directors meetings for approval by the Board of Directors.
- Market, communicate and promote the services of UIATF Programs, by the development of a monthly e-mail & web site report of activities provided by the UIATF Department Directors and their staff members.
- Market UIATF Conference site by developing marketing tools, flyers and like information to host Fundraising Tours, Listening Sessions and/or related types of Native American & Alaska Natives, Tribes and Indian Organization meetings and workshops to promote the services of UIATF;
- Expand and promote program services, by the development of a positive working relationships with local, regional, State and National Indian and non-Indian media, Indian Tribes Indian & Alaska Native Organizations, funding agencies, elected officials and the general public;
- Serve as the primary contact person with the community, media, Indian and non-Indian organizations, funding agencies and like contacts of UIATF.
- Provide other related services as directed by the Chair of the Board of Directors.

QUALIFICATIONS:

Experience, Competencies, and Education

- Either a BA or Masters degree with related executive supervision and leadership experience, or an equivalent combination of education and supervision and leadership experience.
- This position requires experience in managing multi-faceted program structures, with strong grant writing, administration of contracts, budget and financial skills in order to understand how to meet State and federal grant and contract audit requirements. Candidates must have experience in writing, preparing position papers, presenting grants, developing public and private fund sourcing, and supervising staff to meet and maintain short and long term organizational sustainability.
- Must demonstrate knowledge and skills of management principles and practices including, but not limited to:
- Proven track record of effective strategic planning relating to 501c(3) non-profit agencies and administration;

- Ability to comprehend and understand complex financial statements including, but not limited to, profit and loss statements, depreciation and monthly financial statements relating to a 501c(3).
 - Supervision of employees;
 - Experience of fair employment labor laws and regulations;
 - Experience in the development and administration of federal, state and foundation grants and contracts for Native American communities;
 - Administration experience of financial audit requirements and regulations;
 - Preparing position papers, promoting and marketing program services and staff.
- Applicants must demonstrate strong interpersonal communication skills, diplomacy, and cultural competency in order to advocate on behalf of the Seattle Urban Indian community and the Northwest Indian Organizations and Tribes. Experience working in a diverse community is essential.
- Requires strong knowledge, and an intimate understanding of Indian culture, tribal politics and Native American/Alaska Native heritage and strong administrative experience.

AMERICANS WITH DISABILITY SPECIFICATIONS

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is not exposed to weather conditions.

The noise level in the work environment is usually moderate.

APPLICATION PROCESS

Opening Date: 10/18/11 Opening Date to Community: 10/21/11 Closing Date: When suitable applicant is hired	APPLICATION PROCEDURE Submit cover letter and resume to both :
Compensation: D.O.E. United Indians of All Tribes Foundation is an Equal Opportunity Employer	United Indians of All Tribes Foundation PO Box 99100; Seattle, WA 98139 Fax: (206) 282-3640

	Email: jobs@unitedindians.org ; and
	Gabriel S. Galanda Chair, Board of Directors United Indians of All Tribes Foundation PO Box 15146, Seattle, WA 98115 Fax: (206) 299-7690 Email: gabe@galandabroadman.com