



**NATIVE
SERVICES**

POSITION DESCRIPTION

TITLE: Director/Chief Executive Officer

**PERFORMANCE
PROFILE SOURCE:** Executive Professional

DEPARTMENT: Executive

REPORTS TO: Tribal Administrator

FLSA STATUS: ☒ Exempt ☐ Non-Exempt

SALARY: \$45,000

PRIMARY FUNCTION:

The Chief Executive Officer handles supplying leadership and direction in overseeing strategic planning and operation of the organization, in support of organizational mission and goals. Supplies leadership, direction, and support to the Advisory Board in developing organizational goals, reaching/distributing, and managing resources, and establishing policies. Supplies leadership and direction to staff management and partnership development in conducting the key roles.

KEY ROLES (Essential Job Responsibilities):

Leadership

1. Ensure the effective operation and delivery of programs within the Club and community:
 - Support the organization's mission and principles; and
 - Maintain an environment that eases the achievement of youth development outcomes and uses outcome measures to prove effectiveness; and
 - Establish and actively supervise adherence to policies and procedures; and
 - Implement programs, services and activities that support youth development outcomes.

Strategic Planning

2. Implement a strategic planning process that results in the development and implementation of a quality strategic plan.
3. Evaluate opportunities for improvement and implement plans to improve using KPIs and data analytics.

Board Development

4. Connect, recruit, and develop effective board members.

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5. Ensure active participation by board members and support effective board roles and functioning. Ensure Board committee members are provided with the information and support necessary to fulfill their goals.

Resource Development

6. Ensure the annual budget approved with funding and the organization has adequate cash flow, by the
7. Develop strategic plans to generate revenue through a variety of fundraising techniques. Distinguish, cultivate, seek donors. Oversee planning and implementation of seasonal events.
8. Supply guidance to staff and volunteers performing resource development functions.

Resource Management

9. Develop, implement, and actively inspect the Club's annual budget.
10. Implement administrative and operational systems to support effective operations.
11. Ensure productive and effective staff performance, with a focus on Club and child safety, supply guidance, feedback, and opportunities for professional development.

Technology

12. Develop and implement plans for updating existing technology and resources:
 - Obtain and/or distribute funds to implement and update existing technology and resources; and
 - Ensure the maintenance of Club technology and information management systems.

Partnership Development

13. Develop strategic alliances with community leaders and local officials. Develop collaborative partnerships with other youth serving organizations, members, parents, families, funders, and community organizations.

Marketing and Public Relations

14. Increase visibility of Club programs, services and activities and support public trust.

ADDITIONAL:

The Tribal Administrator may periodically assign special projects.

RELATIONSHIPS:

Internal: Support contact with Tribal Administrator, Advisory Board, Club staff, volunteers, and Club members.

External: Support contact with potential and current donors, external community groups, parents, school officials, parents and school officials, and others as needed.

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SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's degree from an accredited college or university preferred.
- A minimum of three years experience in managing programs or operations in a non-profit agency or Boys & Girls Club; or an equivalent combination of education and experience
- Thorough knowledge of the mission, goals, policies, programs, and procedures of Boys & Girls Clubs; the principles and practices of managing nonprofits; and resource development activities and sources of funding
- At least two-year experience working within Tribal Government, cultural sensitivity, and knowledge of Native American culture.
- Demonstrated ability to plan and implement effective operations.
- Leadership skills, including negotiation, problem solving and decision making.
- Effective communication skills, both oral and written
- Ability to create and support effective working relationships with the Advisory Board, staff, community groups and other related agencies.
- Basic knowledge of asset management including financial resources and property

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Please evaluate and describe any physical skills, abilities or working conditions required to perform the essential duties of this position, as required by the Americans with Disabilities Act.

DISCLAIMER:

Indian Preference:

Native American Indian preference shall apply pursuant to the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.

The information presented expresses the general nature and level of work expected of employees in this classification. These guidelines have, shall be understood as, a comprehensive inventory of all duties, responsibilities, qualifications, and goals needed by employees assigned to this job.

Approved by: _____
Executive Director Tribal Administrator Date