



P. O. Box 107

Aniak, AK. 99557

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Website: www.napaimute.org

Position: Executive Director
Salary Range: \$83,746 – \$110,771, depending on experience
Position Status: Full time, Exempt

Position Summary:

Under the supervision of the NVN Tribal Council, the Executive Director is responsible for overall tribal management including government and enterprise operations that shall include administration, financial management, human resources, program, project and risk management, and shall provide the leadership necessary to insure successful business operations and Tribal membership management.

Duties and Responsibilities:

- Works with the Tribal Council to plan, implement and oversee activities, projects, programs and operations of the NVN government to serve the needs of the NVN Tribal Membership and the Village of Napaimute.
- Works with the council to establish short- and long-range plans for strategic growth and effective and efficient short- and long-term operations.
- Provides general direction to and direct supervision of Executive Leadership overseeing Division Operations, to ensure Division and Program activities support the overall mission and vision of NVN.
- Provides leadership and support to the Enterprise Business Director to achieve the short- and long-range plans of the Enterprise business lines to ensure profitable outcomes in support of the NVN government.
- Responsible for financial systems and internal controls to support sound business practices.
- Risk Manager for NVN including insurance, compliance to granting agencies and NVN policy and procedures.
- Ensures annual budgets and indirect cost proposals are prepared and approved by the council, and responsible to report financial performance to the council on a regular basis.
- Overall responsibility for business development to identify and propose business opportunities for Tribal Council consideration in either a concept or business ready format that may include business plans, contracts, personnel and any other requirements to manage risk and define intended outcomes.
- Responsible for overall grant management in compliance with 2 CFR 200 Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- Ensures financial audit is completed in compliance with 2 CFR 200.
- Prepares for monthly council meetings and the annual tribal gathering.
- Oversees the management of all Human Resource functions including Personnel policies and procedures, Tribally Determined Wage Rates, workers compensation, and benefit plans.
- Oversees the management of the NVN Web site, newsletter and social media
- Oversees the develop and management of Cooperative Agreements with Granting Agencies.
- Records management.
- Oversees the management of fixed assets, insurance, and the disposal of assets.
- Works in coordination with the Community & Tribal Wellness Manager to oversee operations and projects in the Village of Napaimute, including the homesite program and tribal enrollment.
- Other Duties as Assigned

Qualifications:

- College degree in Public Administration, Rural Community Development, Business Management, Education or other applicable field to support knowledge in the field of Government Administration.
- Experience working with Tribal Governments in a leadership position, or proven experience working in a leadership positions.
- Knowledge of and experience with tribal governments, grants management, and Tribal Administration.
- Must have well developed written and verbal skills to represent NVN in public settings.
- Must have a high degree of computer literacy in all Microsoft Office applications.
- Experience with or a willingness to train in Quick Books highly desirable.
- Must be willing to travel to Native Village of Napaimute remote operational sites.

Competencies:

- Cultural: Understands and support the Tribe, culture and responsibility to its Tribal members.
- Performance Based: self-motivation with vision and drive to elevate the business of NVN.
- Personal: High level of analytical, problem-solving, and interpersonal skills.
- Leadership: ability to manage people, delegate, work independently and in a team environment, support diversity and make decisions that are sound and ethical.

The Native Village of Napaimute is a drug and alcohol-free workplace. Applicant must be able to pass a drug and criminal background check.

Open Until Filled