



Chickaloon Village Traditional Council
(Nay'dini'aa Na')
Accounting/Administration Department
External Position Announcement

Job Title: Executive Director
Department: Accounting/Administration
Reports to: Council Chairman

Position Summary: The purpose of this position is to provide day-to-day leadership functions of a traditional Tribal government. The Executive Director reports directly to the Council Chairman and serves as the liaison between the Council and CVTC staff, delegating & guiding staff with Council approved tasks/actions accordingly. Provides direction of the work of staff members; establishes standards of performance and policies of a general nature with some Human Resources responsibilities as well. Directly supervises six Department Directors staff members. Seeks or directs others to seek funding for new projects/programs that do not fall into an existing department's responsibility as identified in CVTC's Operational Plan by submitting grant applications to various foundations, corporations, Tribes, federal, state, and borough agencies. Prepares Request for Proposals (RFP), advertises, and writes contracts. Supervises contractors to complete project/program tasks that do not fall under other Department's responsibilities. Annually evaluates or directs others to evaluate the current operational plan and reports on progress to Council, staff members, and Tribal citizens. Facilitates annual revision of operational plans in collaboration with Council members, Department Directors, staff members, and Tribal citizens. Interacts with other government agencies, Tribes, community councils, and the general public for coordination of the Tribal government's programs and projects. Creates supporting systems that enable staff members to jointly plan and implement programs and projects. Collaborates with all appropriate CVTC Departments to promote optimal service to Tribal citizens and community members, including: facilitating semi-monthly Department Director; monthly Staff meetings; annual gathering, and annual staff training/meeting. Provides public relations for the Tribal government, which may require conducting presentations, speaking with organizations, and managing on-site visits and guests. This is a full time position with salary depending on experience with qualifications. Benefits package, including 401(k) retirement plan included.

Qualifications, Education & Experience: Over 5 years up to 8 years of experience. Experience with public relations and project management is essential for this position, which requires these skills with no supervision. This position requires quality technical writing skills for grant and contract writing. Must have at least four years of supervisory, leadership, and/or human resource management experience. Knowledge of human resource management is necessary. Must work well under pressure and meet multiple and sometimes competing deadlines. Excellent interpersonal skills are essential. Bachelor's degree in public administration, business management, or related field is preferred, but could be substituted for four additional years of progressive experience in executive leadership. If no college degree, then the successful applicant will be required to work towards a bachelor degree as part of their essential responsibilities.

AN/AI Preference: As allowed in P.L. 93-638, preference for employment will be given to Alaska Native and American Indian Peoples. CVTC also has a local hiring preference.

If you meet the requirements and would like to apply, you must submit your resume and a fully completed CVTC employment application. Open until filled. Applications are available by visiting our website at: www.chickaloon.org, by contacting Jennifer at (907) 745-0749, or via emailed request to employment@chickaloon.org

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