



Chickaloon Village Traditional Council (Nay'dini'aa Na')
Accounting/Administration Department
9255 N Glenn Hwy Palmer, AK 99645
Internal/External Announcement

Position Title:	Executive Director
Department:	Accounting/Administration
Reports to:	Council Chair
CVTC Core Purpose:	To help our citizens thrive.
CVTC Core Values:	Care & Love for Each Other, Education, Honesty, Humor, Respect
CVTC Mission:	Perpetuate our ancestors' beliefs, customs, traditions and values and steward our environment to help our citizens thrive.

Position Summary:

This position is to provide day-to-day leadership and management functions for Chickaloon Village Traditional Council as outlined below. This is a full-time, 40 hours per week position with benefits.

- **Provide Leadership:** The Executive Director is responsible for direct supervision of Department and Division Directors. Inspires staff members to pursue professional development. Motivates staff members to accomplish objectives and promotes teamwork. Provides guidance and mentorship to direct report staff. Ensures active communication with direct report staff members. Conducts and documents annual performance evaluations on direct report staff members. Demonstrates cooperative, respectful, and professional behavior and communication with internal and external contacts to promote optimal service to Tribal Citizens and community members. Actively working to resolve relational challenges. Collaborating with direct report staff on innovative solutions for day-to-day and complex operational challenges. Updates existing and develops new CVTC policies and procedures. Participates in on-going personal and professional development.
- **Strategic Planning:** Provides leadership for the ongoing implementation of a strategic planning process to develop new and unique ideas to improve programs. Provides facilitation of the annual development/revision and implementation of the operational plan (one year, three years, and five years), based on CVTC's Strategic Plan. Effectively utilizes financial, human, and material resources and actions to accomplish short-term and long-term goals.
- **Resource Development & Technical Writing:** Seeks or directs others to seek funding for projects/programs as identified in CVTC's Operational Plan by submitting funding proposals to various foundations, corporations, Tribes, federal, state, and borough agencies. Assisting Staff Members in writing funding proposals and contracts. Providing technical support and final review for funding proposals. Strategically developing economic development proposals and creative funding processes. Preparing Request for Proposals (RFP), advertising, and writes contracts. Supervising contractors to complete project/program tasks that do not fall under other Department's responsibilities.
- **Council Support:** Ensures that Council directives are completed.
- **Public Outreach:** Interacts with Tribal Citizens, governments and the community for coordination of CVTC programs and projects. Provides public relations, in collaboration with the Council, which may require conducting on-site presentations and hosting visitors.

Qualifications:

A minimum of five years of experience with public relations, project management, quality technical writing skills for grant and contract writing. A minimum of four years of supervisory, leadership, and/or human resource management experience.

A bachelor degree in public administration, business management, or related field is preferred, but could be substituted for four additional years of progressive experience.

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

Chickaloon Village is a drug free workplace. New hires for this position are subject to pre-hire drug/alcohol testing. This position will also be subject to a State & Federal background check. This position requires the ability to be insured on the Tribe's vehicle insurance policy.

Open until filled. To apply please include: a resume, relevant diplomas, and a fully completed CVTC employment application (available on our website: www.chickaloon-nsn.gov), or by contacting Jennifer at 745-0749, or by email request to employment@chickaloon-nsn.gov.