



JOB ANNOUNCEMENT
Executive Director
Affiliated Tribes of Northwest Indians

About the Organization: The Affiliated Tribes of Northwest Indians (ATNI) is a regional organization founded in 1953 on the principles of unity and cooperation among Indian governments and people, which represents tribal governments from Washington, Oregon, Idaho, Southeast Alaska, Northern California, Nevada and Montana. As a non-profit inter-tribal organization, ATNI provides a forum to exchange and share information on matters impacting member tribes, develop consensus and positions of mutual concern, assist member Tribes in their governmental and programmatic development consistent goals of self-determination and self-sufficiency and provide for effective public relations and education program with the non-Native communities. It is the intent of ATNI to represent, strategize and advocate for the interests of its member Tribes to national Native and non-Native organizations and governments.

Job Description Overview: The Executive Board selects and directly supervises the Executive Director. The Executive Director is the administrative head of the organization subject to directives and policy established by the executive Council and/or the Executive Board. The Director manages the ATNI Office and provides organizational and operational support to carry out the vision, mission/purpose, goals and objectives of ATNI through the Executive Board. Develops and maintains a professional atmosphere of teamwork among staff, volunteers, leaders, officials, members and the Board.

Responsibilities: Plans, implements, evaluates and organizes the functions of the ATNI Office. Administers the budget, finances, personnel records, archives, property and provides management consistent with established policies and procedures. Makes recommendations to the Board for proposed changes to improve the efficiency and effectiveness of business. Is the primary liaison between the ATNI Office, Executive Board, member tribes, and affiliated organization. Devises and implements fundraising to enhance budget resources. Coordinates conferences and meetings. Oversees specific projects, grants, contracts, donations or awards given to ATNI.

Duties:

Exercises responsibilities and duties pursuant to the Constitution and by-laws and, policies and directives from the Executive Board. When specifically delegated and authorized, represents ATNI by person, title or signature.

Exercises direct line authority over employees and work units of ATNI; structures the organization not limited to developing positions necessary to carry out the assigned functions and responsibilities in the most effective and efficient manner. Directs, assigns, leads and evaluates work; and is authorized to hire, train, promote, assign, compensate, discipline and discharge employees. May delegate authority to subordinates as needed.

Provide overall administrative direction and control of economic and operation matters of ATNI for all assigned functions to include: appropriate use of assets and resources; proper expenditure of funds; negotiation and execution of contracts and agreements as approved by the Board; reconciliation of depositories and checking accounts; and develop and implement operational priorities as recommended and approved by the Board.

Ensure sound management of services and duties, in accordance with approved organizational goals and objectives, grant or contract requirements, financial issues and inter-organization planning and relationships. Provides accurate, timely and effective services to the ATNI, member tribes, agencies, clients, fund organizations and affiliates.

Coordinates ATNI and associated assigned conferences and meetings. Oversees the planning, agenda, site logistics, registrations, recordkeeping, and coordination with the tribes, members, and ATNI committees, Seeks sponsors and does fund raising in connection with the conferences or meetings. Provides administrative support to the Executive Board such as setting agendas, taking minutes, preparing and distributing information, logistical set up of audio and visual equipment, and making contacts.

Assists and facilitates the ATNI committees as established by the Executive Board. Prepares and disseminates final resolutions. Maintains the list serve of member tribes and associates.

Reviews and evaluates legislative, policy or administrative materials to forward to the tribes; and may draft recommendations for the Executive Board approval for distribution.

Manages external and internal communications and fosters productive team work.

Qualifications:

A minimum of a bachelor's degree in a relevant field, graduate degree preferred.

At least five years professional experience.

Documented track record in fund raising and funds management.

Sound administrative skills and management abilities.

Prior experience in tribal governmental services and dealing with agencies associated with tribes. Demonstrated proficiency in interagency relationships to serve as a liaison.

Experience working in American Indian culture and in Indian country.

Must have strong communication skills, verbal and written; and good facilitation skills. Will engage in marketing, public speaking, and PR relative to ATNI. Ability to use analytical, consensus-building, and problem solving skills; and skill in supervising staff and volunteers in a team environment. Personal lifestyle must reflect the integrity of the ATNI member tribes as dignified, respectful, and professional.

Other Special Requirements:

Must be willing and able to travel 33-45% of the work year. Must be able to lift up to 50 pounds.

This is an at-will position.

Salary: DOE

Deadline: Applications must be received by July 25, 2008

Affiliated Tribes of Northwest Indians
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