

JOB DESCRIPTION: Executive Director

The National Indian Education Association (NIEA), a 501(c) (3) organization, is seeking an entrepreneurial Executive Director to build on its exceptional 50-year record of advancing comprehensive culture-based educational opportunities for American Indians, Alaska Natives and Native Hawaiians

Position	Executive Director
Open Date	November 1, 2018
Close Date	January 18, 2019
Organization	National Indian Education Association
Location	Washington, D.C.
Position Status	Full time (40+ hours/week), year round
Reporting Structure	Reports to: NIEA Board of Directors
General Job Description	<p><i>The National Indian Education Association’s Executive Director fulfills three essential standards of leadership. Standard 1: Strategic Leadership—creates conditions that result in strategic forwarding of the National Indian Education Association’s (NIEA) vision, mission, initiatives, programs, and other tactical agendas in support of the education of American Indians, Alaska Natives, and Native Hawaiians. Standard 2: Operational Leadership/Management—sets high standards for professional practice, program/initiative development and delivery, and organizational advocacy that result in a highly professional, motivated and accountable working organization. Standard 3: External Relationship Development/Leadership—designs structures and processes that result in stakeholder engagement, support, and ownership as well as enhancing NIEA’s research, advocacy, sphere of influence, financial portfolio, and organizational sustainability. Acknowledging that NIEA as an organization has widespread credibility, the Executive Director should actively advocate on behalf of this organization for educational research, strategies, programs, legislation, and initiatives that seek to improve educational opportunities for American Indians, Alaska Natives and Native Hawaiians.</i></p>
Duties and Responsibilities	<p>Standard 1: Strategic Leadership</p> <ul style="list-style-type: none"> a. Education Vision, Mission and Strategic Goals: NIEA’s Executive Director develops and implements—per the direction of NIEA’s board—strategies, programs and other initiatives that support and advocate for NIEA’s vision, mission, values, beliefs, goals and strategic plans. b. Leading Change: The Executive Director articulates a vision for the development and implementation of strategies, programs and other initiatives that continually change and improve NIEA’s impact on the education of its constituents. c. Strategic Plan: The Executive Director works with NIEA’s board to create, implement, monitor, and report on the progress of NIEA’s strategic plans. <p>Standard 2: Operational Leadership/Management...</p> <ul style="list-style-type: none"> a. Shared Leadership: The Executive Director creates and utilizes processes to share leadership and decision making throughout the organization. b. Fiscal Accountability: The Executive Director implements a fiscal management system that is in line with board approved budgets, the organization’s

Position	Executive Director
	<p><i>constitution and by-laws, and 'best' practices in managing the overall accountability of the organization's financial operations.</i></p> <p>c. Effective Program Delivery: <i>The Executive Director creates, implements, evaluates, and adjusts processes, schedules, budgets, and agreements to effectively manage, deliver and report on the organization's programs (e.g. grants, conventions, summits).</i></p> <p>d. Recruiting, Hiring, Placing, Training and Mentoring of staff: <i>The Executive Director establishes processes and systems in order to ensure a high-quality, high-performing staff in accordance with board approval and the organization's mission.</i></p> <p>e. Staff Evaluation and Development: <i>The Executive Director evaluates staff in a fair and equitable manner with the focus on improving performance and, thus, program effectiveness.</i></p> <p>f. Conflict Management/Problem-Solving and Resolution: <i>The Executive Director effectively and efficiently manages the complexity of human interactions to focus on improving the organization's programs and accomplishing its goals/mission.</i></p> <p>g. Systematic Communication: <i>The Executive Director designs and utilizes various forms of formal and informal communication to improve the organization's operations.</i></p> <p>Standard 3: External Relationship Development/Leadership...</p> <p>a. Stakeholder Involvement: <i>The Executive Director, in collaboration with the board, staff, and stakeholders, designs structures and processes which result in building national support for and engagement in NIEA—its mission, advocacy, and strategic plans.</i></p> <p>b. Organizational, Federal, and State Advocacy: <i>The Executive Director, in collaboration with the board, staff, and stakeholders, actively and effectively advocates for educational strategies, research, programs, legislation/legislative agendas, and overall advocacy that improves the education of American Indians, Alaska Natives, and Native Hawaiians.</i></p> <p>c. Expanding NIEA Capacity: <i>The Executive Director seeks resources (e.g. financial, political, managerial) and builds structures and processes to strengthen this organization's capability and capacity to achieve its mission.</i></p> <p>d. Strategic Partnership Development/Collaboration: <i>The Executive Director establishes partnerships with other organizations, partners, and stakeholders to achieve NIEA's strategic outcomes and goals.</i></p>
Skills and Qualifications	<p><i>Required Qualifications--candidates must possess the following minimum skills, knowledge and abilities:</i></p> <ul style="list-style-type: none"> • 8-10 years of mid to senior level management with recorded experience in: staff hiring, placement, mentorship, evaluation, and professional development; shared leadership; fiscal accountability; program delivery; conflict resolution; and communication. • Strong record of strategic plan implementation, partnership development/collaboration, and leading change. • Exemplar problem solving skills, initiative, and drive to accomplish tasks. • Extensive legislation expertise in the areas of Native rights, education, policy, constitutional law, and others that affect the education of American Indians, Alaska Natives, and Native Hawaiians. An ability to analyze, summarize and prepare reports detailing complex legislative advocacy and analysis, and evaluate

Position	Executive Director
	<p>information including legislative proposals, legislative reports, testimony, and regulatory information that affect American Indians, Alaska Natives, and Native Hawaiians. Experience working for a Native organization, trade association, Congress, and/or other institutions conducting in-depth research and analysis of legislation being proposed, amended, and/or enacted.</p> <ul style="list-style-type: none"> • Excellent oral, written and time-management skills. • Ability to handle stress and to multi-task in a fast-paced work environment with strict deadlines. • Advanced (i.e. post-baccalaureate) college degree. • Strong working knowledge of and experience with technology and office applications. <p><i>Preferred Qualifications</i>--Preference will be given to candidates with:</p> <ul style="list-style-type: none"> • Knowledge of and experience in Federal Indian Policy, Native community economic development issues, small business and government contracting policy. • Experience living in and working with Tribes, Alaska Native Corporations and Native Hawaiian Organizations. • Experience with, and understanding of, all aspects of non-profit fund development. • Juris Doctor, PhD, EdD or Master's degree in Educational Administration, Policy Administration, Business Administration.
Salary and benefits	Compensation commensurate with experience. Excellent benefits
More info	<p>The above is not intended to list all possible essential functions or requirements as they are subject to change. The employer reserves the right to revise or change this description. This description does not constitute a written or implied contract of employment. As this is a salaried position, it may require varying amounts of time to accomplish the assigned duties, including time spent outside of the normal business hours for which compensation is included in base pay. The position requires extensive travel across the country to engage in a variety of programmatic and advocacy activities with members, tribes, partners and collaborators. To perform this job successfully, an individual must be able to satisfactorily perform each of the above essential duties.</p> <p>NIEA is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status</p>
Application Process	<ul style="list-style-type: none"> • CV/Resume • Contact information for three (3) references • Writing Sample (e.g. policy analysis, research article/paper, position "white" paper)

Position	Executive Director
	<p>Send application documents electronically to niea@niea.org or by mail, 1514 P Street NW, Suite B, Washington DC 20005</p> <p>For more information contact Walter Kahumoku wkahumoku3@gmail.com</p>