



Organization: **Native Peoples Action, Inc.**

Job Title: **Executive Director**

Location: **Alaska (Remote)**

Schedule: **Regular, Full Time**

Annual Salary: **DOE**

www.nativepeoplesaction.org

ORGANIZATIONAL OVERVIEW

Native Peoples Action (NPA) is a non-partisan organization dedicated to protecting and strengthening Alaska Native peoples and protecting our Ways of Life. We are committed to addressing and restoring our peoples' inherent rights to hunt, fish, harvest, gather, trap, share, and have ceremony as well as manage and steward our homelands for abundance. Critical to this effort is our commitment to end the criminalization of our Native ways of life. We do this work by being a statewide advocate alongside our Native peoples amplifying their work, voices, and leadership, and advancing our collective priorities as Indigenous people.

SUMMARY

The Executive Director (ED) is responsible for the day-to-day administration, operations, and development of all programs and activities, staffing, reporting, and audits for NPA [501(c)(4)], NPACF [501(c)(3)], and NPP (PAC). The ED reports to all three boards and is supervised by the chairs. The ED ensures the boards are equipped to carry out their fiduciary and governance roles. The ED also works with the Steering Committee who guides and advises on the vision, strategic direction, thought leadership, partnership, and critical connections to our communities statewide. This is a regular, full-time, exempt position and may require frequent travel.

PRIMARY RESPONSIBILITIES

Leadership, Management, & Strategy

- Responsible for day-to-day operations, including managing the administration, personnel, and finances of the organization.
- Works with board, steering committee and working committees to fulfill the organizational mission/vision.
- Hires, supervises, rewards, and retains qualified staff and contractors.
- Responsible for effectively communicating with board, steering committee, and funders to report on the fulfillment of the mission/vision and organizational advancement.
- Utilize data management tools to proficiency to develop and track organizational goals, work plans, and budgets effectively.
- Ensures effective systems to track progress and regularly evaluate program components to measure successes and challenges that can be effectively communicated to the board of directors, partner organizations, and funders.

Finances & Development

- Develops and follows annual budget.

- Provides monthly financial statements and quarterly or annual reports to board as required.
- Provides financial and grant reports to funders as required.
- Responsible for all organizational filings, licenses, permits, benefit packages, insurance, and all others necessary to ensure continuation of organizational work.
- Responsible for fundraising and developing other resources necessary to support the organizational mission/vision.
- Build and develop relationships with funders and partners.
- Diversify funding sources.

Community Engagement, Relationships, & Communications

- Build, strengthen, reset, rekindle, and grow relationships with and across our Native community to help support statewide and community efforts to advance and protect our Native ways of life.
- Ensure vibrant and connected opportunities to learn from and share with our statewide Native community and develop and/or participate in opportunities to advance this work in partnership with our Native peoples.
- Work to strengthen and unite our community across cultures, sectors, organizations, and other systems and institutions around advocacy and efforts to protect our Native ways of life.
- Maintain active and visible role in community by creating local, statewide, and national partnerships and relationships to support protecting and advancing our Native ways of life.
- Actively engage board of directors, steering committee, staff, partner organizations, and funders.
- Plan and attend all quarterly NPA board meetings and host steering committee meetings aligned with their time and availability, and other convenings to advance NPA’s work.
- Develop and oversee all aspects of communications—from web presence and social media to external relations—with the goal of creating a stronger public presence and a positive community impact.

The Executive Director shall also be responsible for other duties as assigned by the board chairs and boards.

QUALIFICATIONS

- Minimum three years of experience in an organizational leadership role.
- Experience managing staff volunteers and fostering a collaborative environment.
- Experience with advocacy, organizing and collaborating with communities throughout Alaska and beyond.
- Experience in financial management, fundraising, grant writing and reporting.
- Strong written and verbal communication skills.
- Prefer a bachelor’s degree or higher or equivalent work experience.
- Alaska Natives and American Indians are strongly encouraged to apply.

SKILLS & ABILITIES

- Demonstrated ability to strategize, develop, organize and run successful campaigns and programs.
- Strong understanding of policy procedures, government systems and can successfully navigate issues through the multi-layers of bureaucratic systems.
- Strong understanding of the political systems that manage hunting, fishing and gathering to include, but not limited to, Alaska Board of Fish/Game, North Pacific Fishery Management Council, Federal Subsistence Board, Alaska Department of Fish & Game, US Fish & Wildlife Service, US Department of Agriculture, etc.
- Excellent interpersonal and relationship management skills with ability to resolve problems and implement appropriate solutions.
- Sincere commitment to work collaboratively with all stakeholder groups, including staff, board members, volunteers, communities, Tribes, Native corporations, youth, political parties, and others.
- Strong relationships within tribal and governmental agencies.
- Experience living in and/or working with Alaska Native communities.
- A sincere commitment to uplifting inclusion, diversity, equity and accessibility in programs and organizational policies.
- Proficiency in data analysis to inform decision-making and measure program outcomes.
- Ability to multitask, organize, and juggle competing priorities.

TO APPLY

Submit a letter of interest, resumé, and three professional references with contact information to hr@nativepeoplesaction.org.

**NOTE: The hiring committee may ask for additional writing samples.*

Job open until filled.