



National Congress of American Indians

1516 P Street, NW, Washington, D.C. 20005 - 202/466-7767

POSITION DESCRIPTION

Chief Executive Officer (Executive Director)

Position Name: Chief Executive Officer (CEO)
Category: NCAI internal
Open Date: March 8, 2019
Close Date: April 22, 2019
Organization: National Congress of American Indians and NCAI Fund
Location: Washington, DC

ABOUT NCAI

Founded in 1944, the National Congress of American Indians (NCAI) is the oldest, largest, and most representative American Indian and Alaska Native organization in the country. NCAI advocates on behalf of tribal governments and communities, promoting strong tribal-federal government-to-government policies. We promote a better understanding among the general public regarding American Indian and Alaska Native governments, peoples, and their indigenous rights. The NCAI Fund is the affiliated 501c3 education arm of NCAI.

ABOUT THIS POSITION

NCAI is a leader in policy surrounding issues that impact tribal governments and individual Indians. The organization provides essential information and education on key policy initiatives, enhances coordination and consultation with tribal governments, and leads efforts to unite tribal advocates to promote progressive, proactive Indian policy. NCAI manages several grants to enhance relationships between tribal governments and the federal, state, and local governments in order to better meet the needs of Tribes, tribal citizens and uphold the government-to-government principles that are essential to the autonomy of Tribal governments.

Reporting to the Executive Committee (Committee) for the NCAI and the Administrative Board of Directors (Board) for the NCAI Fund, Inc, the **Chief Executive Officer (CEO)** has responsibility for leading and managing all strategic and operational aspects of the organization and creating a vision for success to support the long-term success for NCAI and the NCAI Fund. As the principal Executive Officer of NCAI, this position ensures that goals and objectives are established and met, regulatory requirements are complied with, resources are utilized efficiently and effectively, and the needs and priorities of the tribal governments are being met and advanced. These objectives are achieved through the work of staff, strong tribal government relationships, tribal and non-tribal organizational partnerships and the following functional channels:

1. **Policy Research Center** – a national native Policy Center informing tribes of leading research in policy areas important to tribes

2. **Partnership for Tribal Governance** - the technical assistance arm of NCAI developing training and capacity building for tribes
3. **Indian Country Today** (an LLC of NCAI) – NCAI serves as the publisher for this national media outlet sharing and educating the public on Indian Country issues and contemporary items of interest
4. **Governmental Affairs** – working in all policy areas with Congress, Administration, states and tribes
5. **Communication and outreach** - convention and events planning, regular communication with members and public, press office
6. **Legal** - coordination of key legal strategy to protect the sovereign rights of tribes.

Coordinates and works closely with the NCAI Executive Committee and NCAI Fund Board of Directors to formulate, implement and maintain NCAI's work, engagement, strategic position and reputation with perseverance, resilience and integrity in a dynamic economic and national environment.

RESPONSIBILITIES

In collaboration with Executive Committee for the NCAI and the Board of Directors for the NCAI Fund, the primary responsibilities of the CEO include:

1. Overall management and implementation of each program and its financial operations
2. Develop, implement, and manage high quality strategic plans and goal-setting, ensuring that short- and long-term goals are met or exceeded
3. Lead vision and establish proposed agenda for future advocacy, services and effectiveness
 - a. Serve as the eyes and ears of Tribes in Washington, DC and keep them informed
 - b. Act as a catalyst for meaningful and relevant policy change
 - c. Bring together tribes and serve as a valued, forward thinking leader of the Congress for Indian Country
 - d. Ensure that staff performance and engagement remain high and aligned with subject matter issues affecting the interests of Tribes
4. Lead by example, provide clear/consistent performance standards, manage performance issues decisively, enable good communication practices, and motivate staff to maximize engagement, results, and performance
5. Develop and retain a high performing managerial team across all functional groups; support work efforts and goals by providing strategic and functional leadership, regular feedback, and direction
6. Develop and strengthen NCAI's capacity to serve its membership through fundraising, legislative and policy work, advocacy, education, awareness and public relations initiatives, alliances, partnerships, fundraising, communication, and meeting forums
7. Oversee and direct the development of policy and programmatic issues that come before NCAI and provide analysis information and recommendations to assist the Executive Committee and Board in developing policy positions, priorities; collaborates to implement communications, outreach and action strategies

8. Direct all activities that support the NCAI meeting functions, including the Annual Convention, Mid-Year Convention, annual Executive Council Meeting, and Executive Committee meetings including the coordination of each meeting with the host tribes, development of the agenda(s) and, other assistance as requested
9. Ensure effective and cost-efficient operating policies and procedures, recordkeeping systems, and reporting protocols for NCAI and the NCAI Fund
10. Provide regular reports to the Committee and/or Board including, contracts, grants, programs, financial (quarterly), 'State of Affairs' (annual), and other relevant categories
11. Serve as the principal liaison to tribes, federal contracting agencies and other funding sources regarding project development, contract/grant development, and negotiations, including implementation and management in a way that best serves the NCAI and NCAI Fund organization, its membership, and clients
12. Serve as principal liaison with tribes, the U.S. Congress, Congressional Committees and Sub-Committees, and the President's Administration related to tribal advocacy activities
13. Coordinate and communicate with all involved in the advocacy process, oversee the development of testimony, briefing papers, reports, marketing and educational materials as may be required to follow up and track legislation, policy issues and other matters of concern to tribes; provide timely communication with all involved in the advocacy process including the use of social media
14. Foster relationships with NCAI partners by convening and regularly communicating with an array of tribes and national, regional, and tribal organizations focused on a broad range of policy priorities
15. Develop relationships and contacts that are necessary to further the overall mission and responsibilities of NCAI, including interaction with federal partners, national and regional organization partners, constituent inquiries, and correspondence
16. Serve as the principal external liaison with the media, other native organizations, non-native support groups, federal and state agencies, the U.S. Congress and the President's Administration; serve as the public relations liaison in a manner that preserves, protects, and strengthens the reputation and integrity of NCAI
17. Participate on external committees, boards and/or commissions with full disclosure to the Committee and/or Board, and may serve on internal ad hoc, permanent committees or task forces of NCAI as a member or ex-officio member at the discretion of the Committee or Board
18. Other responsibilities as determined or assigned

JOB REQUIREMENTS:

1. A Bachelor's degree in public policy/government, Native American Studies, or a related field and/or MBA preferred; Substantive work experience may substitute for a degree

2. A minimum of 10-15 years' relevant work experience with proven leadership experience as an Executive Director, Chief Executive Officer or related senior leadership position
3. Demonstrated experience working collaboratively with diverse stakeholders, including tribal leaders, intertribal organizations, legislative staff, federal agencies, and non-governmental organizations
4. Strong working knowledge of Congress, the Administration and the role of states and tribes, and knowledge of policy issues relevant to tribal nations
5. Passion for advancing the needs of Tribes, tribal citizens and their communities
6. Seasoned experience and understanding of political environments, process, protocols and relationships
7. Ability to articulate an agenda, plan a vision across functional disciplines and diverse audiences
8. Uses analytics to develop strategy plans and make fact-based action recommendations to the Executive Committee and Board of Directors
9. Ability to establish strategic relationships and partnerships to develop and deliver successful strategies for influencing policy, tribe training, capacity building, and enhancing public media coverage
10. Experience and familiarity with a wide range of organizational operation functions such as, finance, grant management, policy, legal, and human resources, including employee engagement
11. Firm understanding of 501c3 and 501c4 finance and performance management principles and compliance requirements, including knowledge of fiduciary accountability
12. Excellent communication and public speaking skills with the ability to facilitate meetings to a consensus position
13. Strong writing, interpersonal, organizational, and relationship management skills
14. Problem-solving skills with ability to listen, embrace challenges, and provide leadership through appropriate resolution or process; e.g. ability to make difficult decisions and communicate necessary message(s) clearly, with professionalism and respect
15. Experience in working in a fast-paced, dynamic, and high-pressure work environment

Salary and Benefits: This is a salaried position that offers competitive salary and benefits (including health benefits, 401(k) plan, paid time off, etc.). Salary commensurate with experience and education.

Job location: NCAI's Washington, DC office at 1516 P St, NW Washington, DC 20005

To apply, submit a cover letter, resume, brief writing sample (no more than 2 pages) and the name and contact information of three references, by email to HR Consultant Tara Quinnette at tara@evolutionpartnerservices.com.

Organization Web Site: <https://www.ncai.org>