



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Executive Director
Lhaq'temish Foundation (LNSO)

OPEN: March 18, 2019

EXEMPT: Yes

SALARY GRADE: 12 \$38.16 - \$42.74

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full Time

CLOSES: March 25, 2019

JOB CODE:

DIVISION: LNSO

DEPARTMENT: Policy/Non-profit 501c3

SUPERVISOR: LNSO Board/LIBC Treasurer

VACANCIES: 1

JOB SUMMARY: Under management of the LNSO Board of Directors and reporting to LIBC Policy – Treasurer, the LNSO Executive Director is responsible for performing professional, administrative, managerial and executive duties related to lead the Lummi Nation Service Organization 501c3. The Executive Director works with the Board to fulfill the organization's mission; develops financial resources sufficient to ensure the health of the organization; works with staff and partners to ensure the mission is met through programs, conducts strategic planning and outreach; implements necessary resources and financial management to ensure operations are appropriate and within policy guidelines and conducts outreach to ensure community and partners are well-informed of opportunities and progress.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Supervision. This is a supervisory managerial position.
 - a. It is the responsibility of the Executive Director (E.D.) to directly carry out numbers complex projects in a wide range of program areas
 - b. He/She must maximize organizational resources, limited staffing and partnerships to achieve objectives.
 - c. The E.D. is responsible to lead and mentor staff, conduct annual performance evaluations and plan training and professional development opportunities for office staff.
2. Board Governance.
 - a. Engages and reports to the Board in order to fulfill the organization's mission, strategic direction and fiduciary responsibilities as defined in the LNSO Charter & Bylaws
 - b. Provides information necessary for the Board and its committees to make informed decisions and to evaluate the Director annually.
 - c. Helps recruit new members at the Board's direction
 - d. Organizes an annual Board retreat and regular meetings of the Board per Organizational bylaws
 - e. Arranges for Board participation and travel in events and training to represent the organization
3. Organization Mission and Strategy

- a. Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach
 - b. Responsible for implementation of LNSO's programs
 - c. Provide support for implementation to fiscally sponsored projects that carry out the organization's mission
- 4. Organizational Planning & Analysis
 - a. Develops and implements the LNSO annual performance plan, and implement/update with the Board a strategic planning process and adopted strategic plan.
 - b. Designs and develops practices and standards conducive to success and achievement of critical milestones.
 - c. Performs organizational analysis, evaluation and community needs assessment to ensure the organization's strategies are assess for effectiveness, responsiveness, to measure and report results, examine best practices, sector trends and makes recommendations to address identified needs of the community, using best business practices for nonprofit organizations, potential resource and partnership development.
- 5. Annual Budget & Reporting
 - a. Responsible for the fiscal management of LNSO
 - b. Work with the board to approve an annual operating budget
 - c. Review and make available annual and quarterly financial reports which accurately reflect the financial status of the organization and all of its programs/projects
 - d. Effectively tracks new grants, donations, contributions, carryover funding and requirements
 - e. Ensures budgets are entered and reported accurately
 - f. Ensures timely submission of 990 filing and/or extension requests thereof
- 6. Grants Fiscal Operation Management and Contracts
 - a. Oversees management of grant fiscal operations
 - b. Develops, monitors and reviews complex financial calculations, reports and reconciliations
 - c. Establish, modify and implement grant and accounting procedures
 - d. Establish financial controls following reporting systems for new grants/programs
 - e. Make recommendations for corrections or budget transfers when needed and maintain data files
 - f. Manage contracts related to LNSO including contractors and subcontractors, and independent consultants engaged in contract work according to policy guidelines
- 7. Financial Management & Policy
 - a. Responsible for managing financial resources within the approved operating budget and any amendments thereto, ensures maximum resource utilization and maintenance of the organization in a positive financial position
 - b. Ensures all expenses and activities are within LIBC & LNSO Policy
 - c. Ensures budgets, accounts and accounting tasks are routinely maintained
 - d. Recommends necessary organizational policies for board adoption
 - e. Informs and advises key staff and partners on financial policy and ensures necessary support, information and resources necessary for compliance.
- 8. Resource Development
 - a. Develop resources sufficient to ensure the financial health of the organization including grants, foundation grants, individual donations, corporate donations/sponsorships, crowd source funding/donations, tribal charitable contributions, state and federal grants, events and earned income as allowable per IRS guidelines
 - b. Assist in the assessment, completion and pursuit of grant announcements, sponsorships, donations and other funding and/or in-kind resources

- c. Provide all financial budgets, projections or other financial supporting documentation as needed
- d. Periodically coordinates capacity building training with staff and partners on successful fundraising
- e. Collects and disseminates relevant funding opportunities
- 9. Project, Program and Opportunity Management and Development
 - a. Management and support annually for 20 (or more) fiscally sponsored projects that align with LNSO non-profit 501c3 mission to attract donations, sponsors, grantors, etc.
 - b. Forms and updates fiscal sponsorship partnership agreements, ensures fiscal sponsorship budgets, accounts and accounting tasks are routinely maintained, provides orientation for new projects
 - c. Updates Fiscal Sponsorship User Manual as policies are updated
 - d. Assist projects in meeting their goals, grant objectives and reporting requirements
- 10. Outreach & Communications
 - a. Identify, develop and maintain relationships
 - b. Host community events and participate with fiscally sponsored projects to maintain awareness and engagement in the organization
 - c. Provide regular updates through Squol Quol articles, social media and website
 - d. Assure there are respectful, consistent and prioritized efforts of relation and asset development activities
 - e. Create an environment (both internal and external to nonprofit organization) that fosters positive relationships through effective, professional communications with partners, organizations, its programs and events via print materials, website and social media

MINIMUM QUALIFICATIONS:

- Master's Degree in Public Administration, Public Policy/Nonprofit Management or Business Administration from an accredited university; **or** a combination of the following:
- 5 years nonprofit management/supervisory experience in a position such as Executive Director, Assistant Director, Administrative Director or Manager which includes financial, funding and grant management, fiscal policy development, grant-writing, fiscal sponsorship management and policy compliance and implementation for multiple projects simultaneously.
- 5 years in a management position within LIBC/LNSO in a position such as Executive Director, Administrative Director, Department Director, Assistant Director or Manager demonstrating an excellent understanding of codes, policies, procedures, divisions, departments and programs serving the Lummi people especially the Budget & Finance Code.
- 4 years experience working for a tribal nonprofit organization and/or tribal government
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Expert knowledge of nonprofit management, supervision, operations, funding, evaluation, grant and fiscal management.
- Possess understanding and experience in reporting financials associated with non-profit and grant requirements, grant reporting, budgets, contractors billing and related tasks.
- Ability to manage organizational budget of \$1-2 million for at least 20 projects effectively and efficiently.
- Experience in public relations, outreach and networking to build partnerships and attract resources.

- Experience with charitable giving practices, sector trends and processes including private and public sector grants, sponsorships, tribal charity funds, individual donors, online donations, events and earned income.
- Ability to conduct evaluation, analysis, needs assessment and report on results.
- Experience working with a nonprofit Board of Directors.
- Professional writing abilities to complete professional plans, reports, summaries and presentations to diverse audiences.
- Independent self-starter with the ability to supervise and engage partners to achieve results.
- Ability to work with and maintain excellent professional relationships.
- Highly organized with the ability to manage and prioritize multiple projects with competing demands.
- Regularly, this position requires participation and attendance in community meetings and activities after hours.
- Knowledge of Microsoft Office, especially Excel and Word. Proficiency in Accufund is a plus.
- Ability to maintain the highest degree of confidentiality.
- Comfortable speaking and presenting in group settings and large meetings.
- Organizes and runs effective meetings and initiatives by engaging multiple partners.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires extensive Criminal Background Check.
- Must have and maintain an excellent attendance record – reliable, consistent and available.
- Must have the ability to travel and represent the organization.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.