JOB ANNOUNCEMENT

Executive Director
Intertribal Friendship House
100% FTE

The mission of IFH is to promote the ability of Native people to thrive in an urban environment through ceremony, traditions, and cultural connection; provide a safe environment to strengthen cultural identity; promote health; and support the development of extended family.

POSITION SUMMARY
The Executive Director (ED) has the overall accountability, responsibility and authority of the management of Intertribal Friendship House (IFH). The ED is responsible for establishing an organizational strategy to achieve the mission, vision, sustainability of IFH, translating the strategy into operational goals for staff, leading and developing the staff team, overseeing the organization’s finances, establishing and growing a base of funders and other revenue streams, and managing external relationships and communication.

ESSENTIAL RESPONSIBILITIES

- Leads IFH in a manner that supports and guides the organization’s mission into the future, including establishing and implementing short and long-time program goals and objectives based on the needs of the Bay Area Native American population.
- Leads staff in planning, administering, and monitoring IFH Board-approved annual budget. Develops and implements budgets for managed functions.
- Provides high-quality individual and group supervision, management, and leadership to all IFH staff and advances a positive organizational climate that fosters a productive and cooperative team.
- Ensures effective systems to track impact, and regularly evaluate program/department components, to measure successes that can be effectively communicated to the board, funders, and other constituents.
- Displays strong leadership by communicating frequently with funders, tribal agencies, and other organizations to ensure IFH remains a major community partner with public and private organizations, tribes, businesses, and other external agencies.
- Directs and manages IFH human resources, financial, and administrative functions, ensuring adherence to IFH policies and relevant laws, regulations, protocols related to business and personnel.
- Responsible for IFH human resources, including employee recruitment, selection, training, development and performance management and documentation.
• Leads the organization’s fundraising and marketing efforts.
• Seeks and applies for funding to expand resources and new programs. Responsible for the execution maintaining the grant objectives and reporting. The Director reports directly and is accountable to the Board of Directors and will implement their directives, policies, and procedures. Other duties as assigned or required to meet program and organizational needs.

DESIRED EDUCATION, TRAINING, AND EXPERIENCE:
• Bachelor’s degree or equivalent combination of education, training, and experience.
• 10 or more years of experience working with Native communities from diverse cultural, economic, educational, and vocational backgrounds. Experience working specifically with urban AI communities is preferred.
• At least 7 years’ experience in a professional environment, including progressively increased responsibilities and leadership related to budget planning and administration, program development, and information systems. At least 5 years’ experience in the nonprofit sector preferred.
• Experience supervising staff and supporting their professional development.
• Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers.
• A history of successfully generating new revenue streams and improving financial results.
• Experience implementing strategies to successfully activate initiatives across an organization.
• Demonstrated passion and knowledge for helping families to increase their resilience, strengths, and protective factors to become safer, stronger, and more self-reliant.

DESIRED SKILLS AND ABILITIES:
• Commitment to fulfilling IFH’s mission, vision and values of honoring sovereignty, practicing humility, being a good relative, centering Indigeneity, and embracing fun.
• Highly sensitive, knowledgeable and responsive to the specific needs of Bay Area Native American population in an urban setting and must be committed to promoting this cultural responsiveness at all levels of the organization.
• Strong leadership and management skills including clear, compassionate, and collaborative communication and judicious decision making.
• Demonstrated integrity and ability to build trust with and successfully motivate and influence others, both internal and external to IFH.
• Highly self-motivated and capable of organizing, distilling, and prioritizing large amounts of information.
• Unwavering commitment to quality programs and data-driven program evaluation.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision-making and reporting. Commitment to infusing a DEI (diversity, equity, and inclusion) and an Indigenous lens in all aspects of program management and delivery. Confidence and ability to utilize various technology programs and tools effectively, including complex databases and teleconferencing tools.
- Problem solving skills, including creativity, resourcefulness, timeliness, and knowledge relating to analyzing and resolving personnel/administrative issues

**SALARY & BENEFITS:**
- $120,000 – $140,000 DOE
- Benefits include: 401k, health insurance, vacation, sick leave

**HOW TO APPLY:**
Send resume and cover letter to ifhoakland@gmail.com