

Amah Mutsun Land Trust Job Announcement: Executive Director



Background:

Amah Mutsun Land Trust (AMLT) is a non-profit organization founded by the Amah Mutsun Tribal Band (AMTB) to promote traditional cultural and spiritual indigenous stewardship of Mutsun and Awaswas territories through research, conservation, restoration, and education. The Amah Mutsun Tribal Band is comprised of the descendants of the indigenous people taken to missions San Juan Bautista and Santa Cruz, along California's Central Coast.

Position Description:

Reporting to AMLT's Board of Directors, the Executive Director is responsible for the organization's successful pursuit of its mission and financial objectives. The Executive Director supports the Board of Directors and serves as an *ex officio* Board member, reporting AMLT business at Board and AMTB Council meetings. The Executive Director holds overall responsibility for the organization's administration and growth, directing the work of programs and administrative staff.

Executive Director Duties:

Program Development & Administration:

- Assure that the organization has a long-range strategy in alignment with its mission.
- Support fundraising activities.
- Provide organizational leadership in developing program financial plans in coordination with the Board of Directors and staff, and carry out plans and policies authorized by the Board.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.

Communications:

- Serve as a principal spokesperson to AMLT constituents and the general public.
- Publicize the activities, programs, and goals of the organization.
- Maintain sound working relationships and cooperative arrangements with project partners and community groups.
- Represent the programs and point of view of the organization to agencies, organizations, and the general public.

Staff & Consultant Management:

- Responsible for ensuring a professional and effective management program.
- Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
- See that an effective management team, with appropriate provision for succession, is in place.
- Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.

- Maintain a climate that attracts, keeps, and motivates a diverse staff of top-quality people.

Budget & Finance:

- Responsible for developing and maintaining sound financial practices.
- Work with staff, the Audit Committee, and the Board in preparing the organizational budget.
- Ensure that adequate funds are available to permit the organization to carry out its work.
- With Board officers, manage all official correspondence of the organization.

Qualifications:

- At least 5 years senior management experience.
- Demonstrated success running and managing nonprofit organizations.
- Experience developing and operationalizing strategies for growth.
- Exceptional leadership and experience in overseeing multiple programs and complex contracts.
- Ability to work collaboratively and be flexible, patient, responsive, and willing to assist with day-to-day operations as necessary.
- Demonstrated success working with an engaged Board of Directors.
- Strong relationship-building and fundraising experience, including with government entities, private foundations and individual donors.
- Ability to work effectively in collaboration with culturally and economically diverse groups.
- Strong written and verbal communication skills.
- High level of organizational skills and technological proficiency.

Desired Knowledge, or Ability to Learn:

- Contemporary challenges, concerns, and interests of Amah Mutsun tribal members.
- Amah Mutsun history, culture, and tribal identity.
- Impacts of history on Native Americans.

Position Type: Full-time, exempt employee.

Compensation: Salary negotiable.

Benefits: Medical, dental, and vision insurance, and paid time off.

Location: Remote, with ability to report to field sites and meetings as needed in the greater Monterey Bay and South/East Bay areas.

To Apply: Please send a resume, cover letter, and three references describing your fitness for the position to jscherf [AT] amahmutsun.org. Position will remain open until filled; the first round of candidate review will take place October 28, 2020.

Contact: For more information or questions, email jscherf [AT] amahmutsun.org.

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