



Native **ACTION** Network

## **Native Action Network Executive Director**

**Location:** Seattle, WA, In-person with occasional travel and possibility of limited remote work options

**Reports to:** Board of Directors

**Position Type:** Full-Time, Exempt

**Salary & Benefits:** Salary range of \$82,00 - \$110,00 DOE. Employer-sponsored health insurance stipend, Sick Leave, Paid Time Off (PTO), 401k Retirement Plan with employer contribution, and paid holidays

## **About Native Action Network**

Native Action Network (NAN) is a nonprofit committed to promoting Native womxn's full representation, participation, and leadership in local, state, tribal and national affairs. NAN strives to create empowering, safe, and brave spaces for all generations of Native womxn, including those who identify as two-spirit, trans womxn, and genderqueer. We work to influence and create sustainable change in areas of economics, culture, society, and politics, while preserving Indigenous knowledge and wisdom. NAN believes that by continuing to honor the Native community's positive impacts and empowering the next generation of Native womxn leaders, there will be a better world for all.

Read more about us: <https://nativeactionnetwork.org/aboutus>

## **Position Summary**

The Executive Director at Native Action Network leads the organization and its employees and contractors by managing all aspects of the nonprofit, including but not limited to the finances, operations, and advocacy. In collaboration with the working Board of Directors, continues to develop funding sources and maintain various projects and programs. This position serves as the public facing representative of NAN, and embody the mission, vision and values of the organization. This is a full-time, exempt position with the possibility of a hybrid in-person and remote work schedule.

## **Essential Functions**

- Operations – Oversee and manage day-to-day operations of NAN's programming and contract staff
- Financial Oversight – Manage all financial resources for the organization
- Grants and Contracts Management – Review and approve contracts for services
- Fund Development – Engage in fundraising and developing other revenue sources

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- Public Speaking – Serve as NAN’s primary spokesperson to the constituents, the media, and general public at NAN sponsored and other events
- Marketing – Oversee marketing for programs and other communications efforts
- Board Relations – Communicate with the Board of Directors and provide accurately and timely information
- Other duties as assigned

## **Responsibilities**

### **Leadership & Management**

- Lead with a lens of cultural humility, sensitive to the needs of Native American communities, to ensure ongoing program excellence and to partner with the Board, staff and stakeholders
- Develop and grow a dynamic team of leaders to design a people-first culture within NAN that is reflective of our purpose and values
- Use holistic, creative, and strategic thinking to build a staff that leans in together to understand the worldview of diverse populations, especially that of Native Americans and Indigenous populations
- Develop, support, and retain team of employees using personnel evaluations build upon constructive feedback, coaching, and reflective supervision
- Address challenges thoughtfully and compassionately, resolve conflicts justly and collaboratively, listen and leverage each other’s ideas honorable, and collectively break down silos and barriers.
- Work to continuously improve the systems and processes for NAN’s sustained future
- Actively engage and energize NAN volunteers partnering organizations, and funders
- Collaborate with and support a strong Board of Directors; stay abreast of each committee’s meetings and activities; seek and build Board involvement and strategic direction for ongoing operations

### **Fundraising & Communications**

- Maintain revenue-generating and fundraising activities to support existing program operations and future expansion while simultaneously building reserves and sustainable financing of the organization
- Develop and maintain data collection efforts to track funding activities and accomplishments
- Maintain internal and external communications - from web presence to emails, with the goal of creating greater efficacy in communications
- Use external presence and relationships to garner new opportunities for NAN to build community partnerships with investors/funders and the general community

### **Strategic Planning**



- Lead the strategic planning process, with the collaboration of Board and staff, for program expansion to better meet the needs of the communities we serve
- Recommend timelines and resources needed to achieve the strategic goals
- Consider ways of measuring success of the strategic plan, including quality management data collection and analysis, performance-based monitoring of grants, program goals, and objectives

#### **Financial and Contract Management**

- Develop and maintain a positive relationship with funders, donors, and stakeholders
- Assess agency and project budgets in collaboration with program staff, and appropriate Board committees
- Participate in the Finance Committee to ensure understanding of current financial position; communicate relevant information to the staff and Board
- Ensure that all programs and services comply with contractual parameters
- Review, negotiate, and renew all contracts and extensions as needed; be familiar with contractual obligations and commitments of the organization; ensure the submission of all required reports and contract timelines are met, coordinate with the Board as necessary

#### **Required Qualifications:**

- Education – Bachelor's degree or higher, or equivalent work experience
- Experience – Eight (8) or more years senior nonprofit management experience
- Job Location – Position is based out of Seattle, Washington. Ability to work in an in-person office environment and travel to in-person events
- Vaccination Status – Fully vaccinated and boosted from COVID-19
- Legally authorized to work in the United States

#### **AND**

- Ability to effectively communicate the organization's purpose, mission, vision, and values to donors, volunteers, and community
- Experience in working with Native American Tribes and Urban Native communities
- Proficient at building community and advocating for Native Americans
- Experience in grant writing and reporting, and fund development
- Strong MS Office skills including Excel, Word, and PowerPoint
- Demonstrated leadership and management skills
- Excellent written and oral communication skills
- Creative problem-solving skills