



Buffalo Nations Grasslands Alliance

GRASSLANDS FOR GENERATIONS

POSITION VACANCY – CHIEF EXECUTIVE OFFICER

Position: Chief Executive Officer
Employer: Buffalo Nations Grasslands Alliance
Location: Remotely-based in the Northern Great Plains
Supervisor: Board of Directors
Job Classification: Exempt (salaried position)
Salary Range: \$85,000 - \$120,000, depending on qualifications and experience.
Benefits: Employer provides competitive health benefits, retirement match, and vacation leave

Buffalo Nations Grasslands Alliance (BNGA)

BNGA is a Native developed and led organization that formed as a 501(c)3 in August 2021. BNGA envisions Native nations uniting so that the diversity of life in the Northern Great Plains flourishes for current and future generations. BNGA's mission is to ensure that the 16 Native nations in the U.S. Northern Great Plains ecoregion have the technical and financial resources to plan and

act on their vision for their traditional lands and waters, which includes ensuring that:

- Tribal members thrive by sustainably stewarding and connecting with cultural/natural resources;
- Grasslands and native wildlife on tribal lands are restored or enhanced; and
- Tribal fish and game departments have the capacity to deliver conservation at scale.

BNGA was developed to preserve and strengthen connections with nature, promote Indigenous lifeways, create sustainable jobs, and community-based opportunities. BNGA partners with governmental and non-governmental organizations to strengthen conservation and sustainable economic development outcomes. BNGA operates under the belief that all aspects of the natural world, including people and their livelihoods, are interconnected and these relationships must form the foundation of all decisions related to the stewardship of grasslands.

Position Summary

The CEO of BNGA will serve as the Chief Administrator for BNGA under the guidance and direction of the Board of Directors (which consists of eight Directors). The CEO will be the public face of BNGA, creating and maintaining strong, collaborative relationships with all BNGA participants and people and organizations in the U.S. Northern Great Plains ecoregion, including Tribal Councils, Tribal Leaders' Associations, Tribal natural resources departments, Native peoples, Native non-governmental organizations, federal agencies, and other organizations. The CEO will develop and implement a fundraising plan to enhance BNGA's programs in accordance with its mission and goals. The CEO will also recruit and manage all of BNGA's staff and contractors, create and manage BNGA's annual budget, administer BNGA's policy efforts and programs, and work with the Board of Directors and participants to ensure organizational sustainability.

The CEO will be responsible for conducting business in a manner that coincides with BNGA's Bylaws, Regional Conservation Plan, Outreach and Engagement Plan, Fundraising Strategy, and applicable regulations, policies, and procedures.

The CEO will frequently be involved in situations that are very complex and highly sensitive and is expected to always conduct themselves in a professional manner.

This position requires a professional working knowledge in fundraising, management, partnership building, and Native nations in the Northern Great Plains in the United States, as well as some familiarity with the field of cultural/natural resources and conservation.

Primary Responsibilities

Directs operations

- Serves as CEO for Buffalo Nations Grasslands Alliance and is responsible for the planning and organization of BNGA's day-to-day operations including fundraising, strategy and goal setting, communications, staffing, budgeting, and reporting.
- Develops and implements BNGA business under the direction of the Board of Directors, and under supervision of the Chair of the Board of Directors.
- Develops and implements annual budgets and operational plans based on BNGA priorities, operational needs, and fiscal requirements.
- Recruits, hires, orients, and supervises full-time, part-time, and contracted BNGA staff, as needed .
- Establishes and implements a performance management process and annual goals and work plans for all staff.
- Ensures implementation of all BNGA policies, procedures, and performance standards by all staff members.
- Develops new initiatives to support the strategic direction of the organization.

Secures funds

- Develops and implements a successful fundraising plan in accordance with BNGA's mission and goals, including:
 - Builds and maintains relationships with current and potential funders.
 - Develops a program evaluation framework to assess the strengths of fundraising plan and to identify areas for improvement.
 - Ensures that fundraising activities operate within the policies and procedures of the organization and comply with all relevant legislation and professional standards.
 - Develops forms and records to document fundraising activities.

- Ensures all deliverables and reporting requirements are met.

Engages the Board

- Maintains a transparent relationship with the Board and works collaboratively with members to set the organization's strategic direction and priorities, enabling the organization to adapt to a constantly changing external environment.
- Provides regular reports on all strategic, operational, and programmatic matters.
- Inspires and collaborates with Board leadership to build their governance and/or giving capacity and assist in the identification and cultivation of new Board members.
- Assures that the Board understands the present-day priorities, challenges and opportunities in light of federal policy changes and the COVID-19 pandemic.

Fosters partnerships and collaboration

- Promotes working relationships with the Native peoples from the 16 Native nations with lands in the U.S. Northern Great Plains ecoregion.
- Promotes participation in BNGA, including individuals, Tribal Governments, and Native non-governmental organizations.
- Promotes collaborative partnerships with BNGA, including non-governmental organizations and federal agencies involved in grasslands conservation and economic development activities that align with BNGA's goals.

Advocates for effective policy and legislation

- Advocates on behalf of BNGA and its members on legislation affecting grasslands conservation and funding for Tribally led conservation, pending before Congress or State legislatures.

Maintains flexibility and responds to important opportunities

- Maintains sufficient flexibility to respond to unplanned assignments where BNGA expertise is sought or as directed by the Board of Directors.

Qualifications

- A Bachelor's degree is required; graduate degree preferred. A minimum of 7 years' combined experience in management, nonprofit administration, working with Tribal Councils, Native organizations, and Native peoples, and fundraising.
- Working knowledge of and appreciation for cultural/natural resources conservation issues in the Northern Great Plains.
- Demonstrated ability to exercise sound judgment and have clearly displayed initiative and innovation on past jobs and/or contracts.
- Demonstrated ability to think strategically and creatively, develop and manage complex projects from initial application to fully completed project, and adopt new approaches in response to changing circumstances.

- A passion for building a coalition that strengthens connections with nature, promotes Indigenous lifeways, creates sustainable jobs, and increases community-based opportunities.
- An ability to learn and translate information into action.
- Experience and proven ability to encourage and nurture collaboration among diverse project partners, with an ability to create and thrive in a team environment and work in partnership with a variety of people and organizations.
- Demonstrated effectiveness working with local, state, Tribal, and Congressional elected officials to impact public policy.
- Excellent written and oral communication skills, with proven ability to convey information clearly.
- Exceptional interpersonal skills with the ability, style, and personality to foster collaborative problem-solving and resolve or diffuse conflict.
- Proven organizational skills and strong attention to and interest in detail, with an ability to meet deadlines and make progress on complex multiple tasks.
- Ability to work independently.
- Valid driver's license and willingness to travel up to 1/3 of the time annually throughout Montana, North Dakota, and South Dakota, with travel to other areas of the United States on occasion.

Applications

Applicants may contact Emily Boyd-Valandra, with questions at Email:
info@BNGAlliance.org

To apply, please send a cover letter and resume (in pdf format) to Emily Boyd-Valandra with the subject heading: Job Application: CEO – (your last name)

Position is open until filled, with application review beginning February 13, 2023

Buffalo Nations Grasslands Alliance is an Equal Opportunity Employer