

**Tolowa Dee-ni' Nation**  
**Smith River, California**  
**Executive Director**  
**Summer 2017**

*Tolowa Dee-ni' Nation is seeking a seasoned and committed servant-leader to take on the role of Executive Director during an exciting time of change and growth. The position is located in Smith River, California on the Nation's ancestral lands, in the pristine and beautiful Wild Rivers Region of Northern California.*

#### **About The Region**

The Northern California/Southern Oregon coastal region is collectively known as "America's Wild Rivers Coast." Many rivers flow down from the coastal mountains and beyond, emptying into the Pacific Ocean, creating rich and varied natural landscapes, where people, plants, and animals have flourished for millennia. For more information about the area:

<https://www.rivers.gov/rivers/smith.php>

This region is the ancestral home of the Tolowa People, who have lived in villages along the coast and river valleys since time immemorial. Other Tribes live up and down the coast including the Elk Valley Rancheria in Crescent City. Further south is the home of the Yurok Tribe, California's largest Tribe by population, headquartered in Klamath, California, forty minutes south of Smith River. Heading north, the Coquille Tribe is a neighbor in Coos Bay, Oregon, a two-hour drive.

#### **About Tolowa Dee-ni' Nation**

The Tribe's general membership consists of over 1,700 citizens governed by a seven-member Tribal Council elected by general membership. Government departments include; Community and Family Services, Natural Resources, Culture, Housing, Public Works, Transportation, Enrollment, Fiscal, Grants & Contracts, Human Resources, Information Technology and Administration.

Tolowa Dee-ni' Nation property holdings include Tribal Administrative Offices, Departmental Offices, apartments and rental homes, Howonquet Cemetery, Prince Island (in the Pacific Ocean), UIHS Medical/Dental Clinic, Howonquet Early Learning Program, Howonquet Hall Community Center, and Xaa-wan'-k'wvt Village & Resort. Infrastructure includes a wastewater treatment plant, and drinking water system. Additional lands are reserved for future use.

#### **Role**

The Executive Director (ED) will connect the vision of Tribal Council with every other element in Tribal government, all departments, programs and services. The ED will lead the implementation of the Tribe's Strategic Plan, and serve as the

“hub” of the Tribal government wheel, staffing Tribal Council, managing change, leading and supporting all Tribal departments, programs and services, and representing the Tribe with external partners and stakeholders in local, state and federal sectors.

## **Key Responsibilities**

Reporting directly to Tribal Council, the Executive Director will:

- Plan and execute the goals and objectives identified by the Tribal Council.
- Confer with Tribal Council and others on various operating, planning, financial and administrative matters, ensuring open communication among all staff.
- Attend regularly scheduled Tribal Council Meetings to interface and build relationships with citizenry, to support staff presentations, and to share updated programmatic, grant, or services information as necessary.
- Work collaboratively with senior leadership staff in both the fiscal and operations areas to forecast, plan and prepare the annual budget and oversee Tribal operations, including the development of Tribal programs, plans, and budgets to ensure resources are aligned with the strategic plan, and all Tribal assets and resources are safeguarded through financial and management best practices.
- Coordinate effort to update and standardize job responsibilities, policies and procedures, creating accountability and optimal organizational efficiency.
- Work with all staff to increase efficiencies, streamline operations and improve processes, and proficiently modify or change methodology as required to meet identified project/program goals and objectives.
- Ensure all applicable laws, regulations and protocols are observed in all matters at the federal, state, local and Tribal levels.
- Other duties as required by Council.

## **Desirable Qualifications**

*Competitive candidates will meet or exceed the following criteria:*

- *Graduate degree in Public or Business Administration; extensive and senior-level experience may substitute for education.*
- *15+ years' demonstrably successful experience in executive management in the Tribal sector, including change management, with staffs numbering over 60.*
- *Strong familiarity with all aspects of senior management including but not limited to*
  - *Finance, forecasting and budgeting, with oversight experience of budgets over \$10M.*
  - *Experience overseeing governmental operations.*
  - *Demonstrated personnel-related experience including setting up of SOPs, staff policies and procedures.*

- *Strong familiarity with legislative and regulatory environments, and up to date knowledge of current laws, regulations and trends.*
- *Knowledge of complex funding mechanisms and opportunities in Indian Country, with authorship of a relevant grant or two a plus.*
- *Proven track record of strong and positive intergovernmental relationships.*
- *Excellent communication skills, both written and oral and strong listening skills.*
- *Training and demonstrable experience in areas including: staff assessment/development, mentoring, facilitation, conflict resolution, team-building.*
- *Proven ability to work effectively with people at all levels of the organizational chart, and a collaborative, transparent and mission-focused management style.*
- *Track record of creating effective working relationships with elected officials, boards or commissions, and demonstrated ability to translate vision into action plans.*
- *Familiarity with the juncture between economic development and government operations.*
- *Awareness of, and personal respect for cultural traditions in Tribal settings.*

### **Compensation**

Annual compensation for this position will depend upon candidate qualifications, and will start at \$125K. Tribal employment includes a generous health care package, retirement, and vacation benefits.

### **How to Apply**

The recruitment will remain open until **August 31, 2017**, though it will be to the applicant's advantage to apply expeditiously. *Only individuals that meet the desirable qualifications will be contacted by the recruiter.* Applicants should email a letter of interest and a current chronological resume to:

**Judith Brighton**  
**(360) 280-5936**  
**EM: [judithb@whitenergroup.biz](mailto:judithb@whitenergroup.biz)**

*Qualified Native American candidates will be given preference.*