

# Yakutat Tlingit Tribe

606 Forest Hwy. 10 \* P.O. Box 418 \* Yakutat, Alaska 99689  
Phone (907) 784-3238 \* Fax (907) 784-3595 \* www.ytttribe.org



## **JOB ANNOUNCEMENT**

**Position:** Executive Director  
**Compensation:** DOE  
**Type of Position:** Full-Time (Exempt)  
**Supervisor:** TRIBAL COUNCIL PRESIDENT

The Executive Director is responsible for direct supervision of Department and Program Directors and must understand day to day operations, gain knowledge of ongoing projects, associated challenges, deadlines, deliverables, and act on behalf of the Yakutat Tlingit Tribe in matters pertaining to ongoing business, which is to provide services and benefits to the eligible beneficiaries of the tribe through the Bureau of Indian Affairs (BIA), Office of Self-Governance (OSG), United States Department of Justice (USDOJ), Indian Health Service (IHS), Department of Health and Human Services (DHHS), United States Corps of Engineers (USACE), Department of Defense (DOD), Treasury Department, and/or other governmental and private entities. One of the main challenges of this position will be to increase program development, economic development, housing development, and employment opportunities of the tribal organization and its tribal members. Full understanding of CARES ACT for both Coronavirus Relief Fund (CRF) and BIA Office of Indian Programs (OIP) CARES funding is essential to ensure federal compliance with all federal guidance.

**Duties:** Executive Director is to provide leadership and management functions for the Yakutat Tlingit Tribe and will have overall supervision and management of the Yakutat Tlingit Tribal offices, including tribal government programs, projects, and administrative functions which include the following:

- Oversees finance and accounting, payroll, budgets, internal auditing, and reporting to the funding agencies.
- Prepares indirect cost agreements for negotiations by the Tribal Council.
- Coordinates Self-Governance agreements.
- Coordinates other programs and projects as assigned by the Tribal Council.
- Supervises staff and manages personnel.
- Collaborating with direct report staff on innovative solutions for day-to-day and complex operational challenges.
- Plans and develops potential programs and services that Yakutat Tlingit Tribe could provide to benefit the tribal membership and/or community which includes the following:
  - Oversees the research of potential projects, services and /or programs.
  - Oversees the development of grant proposals and funding applications.
  - Implements new funding awards, projects, and programs.

### **QUALIFICATIONS:**

- Minimum of five years of experience of Tribal governance, Strategic Planning and Implementation, Business Management, Personnel administration, Accounting/Finance, Project Management, Project Development, Program Development, Economic Development, Grant/Technical Writing, Grants Compliance and Reporting Compliance, and Tribal Courts and Justice Programs.
- A BA/BS in Public Administration, Business Management, or related field is preferred, but could be substituted for four additional years of progressive experience.

### **PREFERRED KNOWLEDGE:**

- Understanding of the Native Community in Yakutat
- Previous experience working for a tribal government
- Previous experience overseeing and promoting Economic Development
- Understanding of natural/cultural resource protection enhancement and development
- Understanding of Tribal Courts, Tribal Sovereignty, and Tribal Self-Determination

### **PREFERENCE:**

YTT Member and Native preference as outlined in the YTT Personnel Policy

### **CRIMINAL BACKGROUND CHECK:**

This position requires full compliance with the YTT Criminal Background Check ordinance. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense
- Who has been found guilty of two misdemeanors or one felony of a crime against a child.
- Whose past conduct creates an immediate or long-term risk for any Indian child or raises questions about an individual's trustworthiness.
- Who is currently subject to a restraining order issued after a hearing which restrains the individual from harassing, stalking, or threatening an intimate partner or a child.

The individual who holds this position are required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor

### **DRUG AND ALCOHOL-FREE WORKPLACE:**

This position is required to comply with Yakutat Tlingit Tribe's Drug and Alcohol-Free Workplace Ordinance. This position therefore may require a drug screening upon offer of employment, and is subject to reasonable suspicion, random, post-accident, return to duty and follow-up drug/and or alcohol testing.

**Open until filled. Full Job Description available upon request.**

**To apply please include: a cover letter, resume, relevant diplomas, and a fully completed YTT employment application (available on our website: [www.yakutattingittribe.org](http://www.yakutattingittribe.org), or by contacting Mickell at (907) 784-3238 x103, or by email request to [mschumacher@ytttribe.org](mailto:mschumacher@ytttribe.org).**

**MISSION** To preserve, maintain and protect the unique culture, land & resources of Yakutat Tlingit people; to maximize our social, health & well-being while creating economic development benefits to all tribal members.

POSTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_