



EMPLOYMENT OPPORTUNITY

Position Title: Executive Director
Reports To: Board of Directors
Job Level: Exempt
Salary Range: \$65,000 - \$85,000 (Negotiable)
Supervises: All staff
Hours: Full time
Location: Flexible

BACKGROUND ON NATIVE CDFI NETWORK

The Native Community Development Financial Institution Network (NCN) seeks to create opportunities to share our stories, identify our collective priorities, and strengthen our industry. In addition, the Native CDFI Network works to ensure that Native peoples are represented in the national policy dialogue and innovative solutions created by CDFIs are spread throughout our Native communities. As a national membership organization, the Native CDFI Network empowers its members to engage our best ideas, connect to one another, and collectively advance policy priorities and increase access to capital to foster systemic and sustainable Native community and economic development.

POSITION SUMMARY

The Executive Director is responsible for the overall success of the organization in its service to the NCN Membership. The Executive Director represents the organization to public- and private-sector funders, partners and allies. S/he prepares and manages the operating plan and budget consistent with the strategic plan approved by a volunteer board of directors selected by the NCN Membership. The position fulfills Executive and Programmatic/Managerial Functions briefly described below.

A. Executive Functions:

1. Through goal setting and planning, provides vision, direction and leadership to achieve the organization's mission.
2. Ensures the mission is understood by NCN Membership, staff and board members and that programs and policies are in concert with the mission. Works with the board to revise the mission if conditions change.
3. Establish the appropriate policies and procedures to govern effective organizational operations and manage all resources in a fiscally responsible manner within generally accepted accounting practices.
4. Ensures that all funding restrictions are adhered to and reporting requirements are met.

B. Programmatic & Managerial Functions

1. Ensures NCN Members are represented in national and regional policy dialogues as well as capital resource venues to collectively advance systemic and sustainable Native community and economic development.
2. Oversees technical assistance and training activities to ensure NCN Members receive quality services to support their success.
3. Prepares grant proposals and reports and conduct other fundraising activities to ensure support for the organization's operating budget.

MINIMUM QUALIFICATIONS AND REQUIREMENTS

1. Bachelor's degree and at least 5 years with progressive advancement into leadership roles. Previous managerial or executive experience highly desired.
2. Must have the ability to effectively engage a nationwide membership base, work cooperatively with a volunteer board of directors, and manage and motivate a small staff and consultant team.
3. Practical knowledge and substantive experience on the topics of tribal community- and economic-development finance highly desirable.
4. Proven ability to work independently and achieve position responsibilities and programmatic objectives with minimal direct supervision.
5. Must be willing and able to travel regionally and nationally.
6. Prior experience working for/with a Native CDFI and/or tribal economic development corporation.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with this job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change.

Please submit a cover letter and resumé with 3 reference letters to Lakota Mowrer via email: lakota@fourbands.org by July 3rd, 2015.

All inquiries regarding this Employment Opportunity should be directed to Lakota Mowrer via email or at 605-964-3687.