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10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

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## Executive Director

**Team:** Native Village of Eyak  
**Reports to:** Tribal Council  
**FLSA Status:** Exempt from overtime

**Salary Range:** DOE  
**Schedule:** Fulltime, regular 40 hrs.  
**Last Revised:** July 2022

*The Executive Director provides effective oversight and management of all NVE programs in accordance with strategic plans as developed by the Tribal Council and NVE Tribe. This position is responsible for the day-to-day operations of NVE. This includes responsibility of policy development, program planning, fiscal management, administration, quality improvement and operation of all NVE functions, programs, and activities. **The candidate must locate or reside in Cordova, AK.***

### ***Supervisory Responsibilities:***

- Oversees the daily administration of the organization by implementing policies, procedures, and programs.
- Supervises Team Leaders and the Administration staff.

### ***Duties/Responsibilities:***

- Work closely with the NVE Traditional Council, committees, boards, and a variety of agencies in implementing programs and projects identified as priorities by the Tribe. Represent NVE in contracts with various governmental agencies, community groups and business, professional and other organizations directly or through staff.
- Develops new funding sources, projects and programs as directed by Tribal Council.
- Oversees fiscal management and regulations through hired staff.
- Advise Council on issues and programs.
- Plan, organize, coordinate and direct staff through the work of NVE. Work to ensure there is collaboration between NVE's programs and the community.
- Develop and direct the implementation of goals, objectives, policies, procedures, and work standards for NVE.
- Prepare and recommend long-range plans for Tribal review. Negotiate and enforce the provisions of contracts, leases, and agreements.
- Direct the preparations and administration of the annual budget.
- Direct the selection, supervision, and the work evaluation of staff. Direct employee relations, staff development and grievance procedures.
- Direct the development and implementation of management systems, procedures, and standards for program evaluation within NVE.
- Performs other related duties as assigned.



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***Required Skills/Abilities:***

- Demonstrate effective leadership and managerial skills in a mutually supportive environment.
- Ability to plan, organize, administer, and coordinate a variety of complex NVE services and programs, some of which are community and statewide.
- Ability to select, motivate and evaluate staff and provide for their training and professional development.
- Strong analytical and problem-solving skills. Must be able to analyze complex technical and administrative problems and challenges, evaluate alternative solutions and adopt effective courses of action.
- Excellent interpersonal communication skills, both oral and in writing.
- Effectively and professionally represent the organization, establish, and maintain effective working relationships with those contacted in the course of work.
- Effectively skilled in exercising a high degree of initiative, judgement, discretion, and decision-making to achieve organizational objectives.
- Proficient in the use of Microsoft Office application, Word, Excel, access, etc.

***Education and Experience:***

- Bachelor's degree in business/management, Master's degree in business or public administration or equivalent preferred.
- Minimum of five years' experience<sup>3</sup> in Tribal Government Management. Master's degree may be substituted for 3 years' experience.
- Minimum of 2 years' experience with contract negotiations.

***Physical Requirements:***

- Prolonged periods sitting/or standing at a desk and working on a computer.
- Due to the varied nature of working for a Tribal Government, exposure to inclement outdoor environment and physically strenuous work may occur.
- Regularly use mental, oral, and written methods of creating complex material using high level cognitive functions, or otherwise create and communicate NVE policies, procedures, goals, and objectives.

***Disclaimer***

NVE Traditional Council has the right to assign or reassign duties and responsibilities to this job at any time. By signing below, I acknowledge receipt of this job description.

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Employee Signature

Date