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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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## SENIOR DIRECTOR OF TRIBAL PROGRAMS

**Team:** Administrative  
**Reports To:** Executive Director  
**FLSA Status:** Exempt

**Salary Grade:** 11  
**Schedule:** Regular, Full Time  
**Last Revised:** March 2024

### POSITION SUMMARY

The Senior Director of Tribal Programs assists the Executive Director in providing effective oversight and management of all NVE programs in accordance with strategic plans as developed by the Tribal Council and NVE Tribe.

### ESSENTIAL DUTIES

1. Works closely with the NVE Executive Director, committees, boards, and a variety of agencies to assist with implementing programs and projects identified as priorities by the Tribe.
2. Develops new funding sources, projects, and programs as determined in collaboration with the Executive Director.
3. Works with Human Resources and, when necessary, the Executive Director, to resolve personnel issues.
4. Negotiates and enforces the provisions of contracts, leases, and agreements as assigned by the Executive Director.
5. Oversees and manages all NVE rental properties
6. Oversees and manages NVE's Vessels Eyak Chief & Eyak Umma.
7. Organizes and plans Emergency Management Programs.
8. Assists the Executive Director with strategic planning and execution of retreats and other work sessions.
9. Assists the Executive Director in development of policies and processes to promote the efficiency and effectiveness of the NVE.
10. Develops and implements goals, objectives, policies, procedures, work-standards, and internal controls.
11. Manages the development of performance management systems and related productivity systems and processes.
12. Reviews and edits timesheets for Executive Director signature.
13. Reviews and approves Purchase Orders.
14. Attends and/or facilitates all mandatory meetings and training.
15. Maintains confidentiality at all times.
16. Maintains awareness and sensitivity to Native American culture.
17. Performs other duties as assigned.

### SUPERVISORY RESPONSIBILITIES

- Supervise and provide oversight for assigned departments, programs, and projects as determined in consultation with the Executive Director; Supervises Program Managers when the Executive Director is absent.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required.

### **POSITION REQUIREMENTS**

- Experience in exercising a high degree of initiative, judgment, discretion, and decision-making to achieve organizational objectives.
- Demonstrate effective leadership and managerial skills in a mutually supportive environment.
- Strong analytical and problem-solving skills. Must be able to analyze complex technical and administrative problems and challenges, evaluate alternative solutions and adopt an effective course of action.
- Excellent interpersonal communication skills, both oral and in writing.
- Ability to represent the organization, establish and maintain effective and professional working relationships in the course of work.
- 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.
- Ability to manage in a crisis and effectively interact in a professional manner with the public, tribal members, and staff.

### **COMPUTER SKILLS**

- Familiar with Microsoft Office (Word, Excel, etc.).

### **EDUCATION AND EXPERIENCE**

**Education:** Bachelor's Degree in Business/Management or relevant field required; Master's Degree in Business or Public Administration or relevant field preferred.

**Experience:** Five years' experience in Tribal Government Management required; Two years' experience with contract negotiations preferred.

*A combination of education and experience may be considered as a substitute for a degree requirement.*

**Certificates & Licenses:** Alaska State driver's license.

### **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this position, the following will be required of employees:

- Prolonged periods sitting at a desk and working on a computer.
- Regularly manipulate a variety of data via verbal, written, and electronic media and related equipment to complete all aspects of the Finance Director job duties.
- 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.
- Typically move about and lift to 25 lbs. to coordinate work.
- Constantly use memory or otherwise access mental information pertinent to work.
- Regularly be able to sit and stand for extended periods of time to complete work and attend meetings.
- Regularly be able to walk, bend, crouch and otherwise twist to supervise work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this position, employees may be exposed to the following conditions:

- Typically works in a confined space (office).
- Due to the varied nature of working for a Tribal Government, exposure to an inclement outdoor environment and physically strenuous work may occur.
- Exposed to loud noise (heavy duty machinery, need to shout/talk loud to be heard); moderate noise (office equipment and foot traffic).

**Other Requirements:** Required to submit to a background check and follow the NVE Tribe’s drug policies.

**Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Disclaimer**

The Native Village of Eyak has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Native Village of Eyak reserves the right to change this job description and/or assign tasks for the employee to perform, as the Native Village of Eyak may deem appropriate. Your signature below signifies that you understand the duties, expectations, and contents of this job description.

***Preference for NVE Tribal members is in effect for this position. The successful candidate will be required to follow the NVE Tribe’s drug policies.***

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Employee Signature:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Manager Signature:

\_\_\_\_\_  
Date: