Executive Director – Job Description
Application Deadline: November 1, 2019 @ 11:59 pm

Our vision: Native American children are loved and well-cared for by our families and our welcoming community of activists and leaders whom all have a strong desire to be accountable to the holy creation and to each other. We will have the collective ability to deal with complex situations with tenacity and humor. We will collectively seek to transform our historical struggles and challenges into the people our ancestors prayed us to be; positive, strong and honorable.

Mission of Sister Organizations:
NAVAEP: We are Indigenous people that organize our communities to develop solutions to challenges we face. We respect and strive to emulate the core values of community and responsibility our Indigenous ancestors. We implement strategies to increase our civic capacity for effective action on economic, environmental and social justice issues. We stand ready to protect the continuity of Indigenous cultures for ourselves and our future generations. (501c3 tax status)

NM Native Vote: Our mission is to organize a Native American electorate that is informed, active and empowered to participate in the development and implementation of a legislative agenda that will improve the quality of life for Indian families living in New Mexico. (501c4 tax status)

Description of Position: The Executive Director must be an experienced community leader who is able to demonstrate long-term, effective relationships with Native American organizations, leaders and/or issue constituencies over a sustained period of time. The ED must be committed to our vision and able to carry out the missions of sister organizations that civically engage the Native American community to challenge historical barriers that have kept Native people disenfranchised. The Executive Director must be able to lead and manage the administrative, financial and programmatic objectives to keep the organizations in good standing with all appropriate agencies and funders. The ED can build trusted relationships with non-Native allies, organizations and constituencies and be able to assert Native concerns and perspectives into policy, organizing and fundraising decision-making processes that uplift and empower Native working families. The Executive Director must have a working knowledge of urban and reservation communities in the Southwest region of the US. An ideal candidate will have excellent communication and marketing skills and be able to present our vision of transformation that will empower Native Americans throughout NM. A NAVAEP Executive Director can demonstrate an understanding and commitment to Native American core values.

Key Responsibilities:
• Ensure proper stewardship of organizational resources by managing fiscal and financial reporting in a timely and efficient manner to appropriate entities.
• Ability to develop effective relationships with funders and donors that result in financial stability for the organization.
• Manage staff in two offices (Albuquerque and Shiprock).
• Provides strategic direction and vision with the support of the NAVAEP Board of Directors.
• Develop organizational and program goals and manage implementation.
• Identify and manage opportunities to strengthen the organizational capacity to reach our mission.
• Communicate mission and programmatic work in general public, community and media events.
• Work with our Nonprofit Board of Directors in a transparent and accountable manner.
• Ability to articulate a Native American political perspective in a social justice context and stand by our allies in a respectful and determined manner.
• Participate in coalitions and alliances to ensure equity and inclusion of Native American people.
• Manages the 501c3 and 501c4 sister organizations.

Qualifications and Skills:

• MA Degree and/or 5 years’ experience in nonprofit management or community leadership.
• Ability to manage the organization’s fundraising, financial and personnel requirements.
• Must be skilled at establishing priorities and managing a wide-ranging workload.
• Must have excellent strategic communication skills and speaking traditional heritage language is a plus. Communication must include both verbal and written skills.
• Demonstrated ability to work as part of a team and engage diverse constituencies from a variety of backgrounds.
• A basic understanding of messaging, polling, and Native American voter engagement through a 501c3 and 501c4 organizational structure.
• Embrace progressive politics and have extensive, direct experience with issue and or political campaigns.
• Understand and embrace community organizing tenets.
• Must demonstrate commitment to social justice and anti-oppression work and be able to work with diverse communities regardless of race, gender, sexual orientation, national origin or immigration status.
• Must have experience working with Native American people.
• Must be passionate about Native American culture, heritage, people, history and political empowerment.
• A record of diplomacy and discretion in all aspects of work.

Compensation:
$68K-$75K - depending on experience, qualifications and skill level.

Equal Opportunity Employer
NAVA is an equal opportunity employer and encourages applications from Native Americans, people of color, people of all sexual orientations and gender identities and people with disabilities.

To Apply:
Send letter of interest, resume, salary history and 3 references which should include 1 former employer to: NAVAEP Search Committee at NAVA.EducationProject@gmail.com.  No phone calls or faxes will be accepted. For more information, visit www.NAVAEducationProject.org. Application deadline will be November 1, 2019 @11:59 pm.