**Southwest Tribal Fisheries Commission**

**JOB ANNOUNCEMENT NO. 2019-01**

**POSITION: EXECUTIVE DIRECTOR - SWTFC**

**OPENING DATE: July 1, 2019**

**CLOSING DATE: Open until Filled**

**SALARY RANGE: $4000/Month + TBD**

**Location: Home Office or as desired, must be within the SWTFC region, and willing to travel to Albuquerque and to visit member tribes on a Regular Basis.**

**Hours: estimated at 30-50 hours/week, depending on ongoing projects, and funding availability. Some unusual hours may be necessary to meet SWTFC strategic goals and needs.**

**Position Summary:**

Under general direction of the Southwest Tribal Fisheries Commission (SWTFC) Officers and Board, manages the day to day activities of the SWTFC, accomplishes the strategic objectives of the SWTFC by planning, organizing, and directing all functions. Develops and manages budgets, contracts and grants. Generally oversees the activities of the Mescalero Tribal Fish Hatchery staff, and the SWTFC portion of their budget. The Executive Director is responsible for fundraising, political negotiation, outreach, and implementation of the SWTFC’s goals. The fundraising portion of this position includes raising funds to cover salary in addition to the base salary, and that of any desired auxiliary staff and contractors that may be hired. Maintains confidentiality of all privileged information.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

**Essential Duties & Responsibilities:** .

• Responsible for leading the SWTFC in a manner that supports and guides the organizations mission as defined by the Board of Directors, and represented by the Strategic Plan.

• Communicates regularly and candidly with the Executive Board and Commission membership; facilitates the Board’s role of ultimate oversight of strategic, policy, and operational matters within the SWTFC.

• Responsible for the fiscal integrity of the SWTFC, to include submission to the Board of a proposed annual budget which accurately reflects the financial condition of the organization.

• Responsible for fiscal management that generally anticipates operating within the approved budget; ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

• Responsible for the effective administration of the SWTFC and where appropriate MTFH operations.

• Develops policies and recommendations for standard operating procedures to streamline and standardize SWTFC operations.

• Maintains appropriate documentation on incidents as required by policies and procedures; generates reports as needed.

• Reviews operations to determine impact and effectiveness, provides recommendations to the Board for the modification, expansion, and/or improvements in services and / or operations.

• Contributes to Commission effectiveness by identifying short-term and long-range issues and goals that must be addressed; providing information and commentary pertinent to deliberations; recommending options and courses of actions; implementing Board directives.

• Responsible for the enhancement of the SWTFC’s image by being active and visible in the community.

Lead the SWTFC Fundraising to cultivate and solicit major donors and foundations for the SWTFC and to significantly increase contributions.

• Prepares and presents reports on the status, activities, and plans for current and future SWTFC operations to the Board.

• Contributes to regional tribal needs by attending appropriate fisheries and watershed related meetings with federal, state, and other groups and reporting information back to the Board on these issues.

• Contributes to the organization’s effectiveness by attending all SWTFC meetings, offering information and opinion as a member of executive management team; integrating objectives with other functions; accomplishing related results as needed.

• Maintains occupational knowledge and skills by conducting research; attending seminars, educational workshops, classes, and conferences; reviewing professional publications; establishing networks; participating in professional societies; and conferring with representatives of contracting agencies and related organizations.

• Generates content and maintains SWTFC website and newsletter.

• Responsible for hiring and retention of competent, qualified staff or contractors.

• Responsible for signing notes and agreements on behalf of the organization.

• Performs other duties as required

**Qualifications**

• Master’s degree in fisheries or closely related natural resource field; Doctorate degree preferred

• Experience with tribal governments required

• A minimum of 10 years relevant experience, with 5 years of experience with complex multi-party negotiations at the regional or national level

• Demonstrated fund raising ability

• Budget development, management, and administrative experience required

• Demonstrated knowledge of regional / national tribal natural resource programs and agencies

• Demonstrated experience working with federal agencies, non-profits, and private foundations

• Significant policy advocacy experience related to natural resource conservation

• Excellent interpersonal skills required; demonstrated media experience

• Native American heritage preferred, but not required.

**Knowledge, Abilities, Skills, and Certifications:**

• Knowledge of tribal fisheries needs.

• Ability to communicate effectively in the English language, both orally and in writing;

• Ability to communicate effectively with diverse audiences, with conflicting views.

• Ability to analyze situations and adopt appropriate courses of action by making solid decisions and exercising independent judgment.

• Ability to be persuasive and tactful in controversial situations.

• Skill in understanding and interpreting complex statutes, ordinances, regulations, and standards.

• Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.

• Skill in preparing, reviewing, and analyzing operational and financial reports.

**Work Environment:**

Work is generally performed in an office, initially a home office. Evening, weekend, and/or holiday work may be required. Travel will be required for training, meetings, conferences, presentations, and other events.

Point of Contact:

*Steve Whiteman, Division Head*

*Wildlife Resource Management*

*Southern Ute Indian Tribe*

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