

**COOK INLET TRIBAL COUNCIL, INC.**  
**JOB DESCRIPTION**

**Position Title:** Chanlyut Executive Director  
**Department:** Administration  
**Reports to:** VP and General Counsel  
**FLSA Status:** Exempt, Full-Time Regular  
**Effective Date of Hire:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

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**General Summary:**

The Executive Director is responsible for the overall vision, direction, operation, and function of Chanlyut. The Executive Director reports to the Board of Directors and is responsible for communicating Board interests and policy. The Executive Director is the keeper of the vision, mission and passion of the organization. This position is responsible for the strategic operations of Chanlyut. The Executive Director, working with the Director, is responsible for developing relationships with the courts, probation/parole and attorneys, fundraising for operations costs and in-kind services, developing expansion facilities, and developing and managing business training enterprises. The Executive Director serves as a role model and inspiration to residents and staff, is creative and entrepreneurial.

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This organization believes that each employee makes a significant contribution to our success, not limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will do whatever is necessary to ensure the success of the program.

**Duties and Responsibilities, including but not limited to:**

Leadership

- Provides direction to Director and staff
- Encourages creativity within the parameters established by the Board of Directors
- Represents the organization in key negotiations, presentations and discussions
- Keeps staff and participants focused on the organizational goals set by the Board of Directors
- Encourages the initiation, development, maintenance and expansion of Chanlyut programs in the community
- Supports and participates in associations and coalitions which bring together individuals and organizations committed to Chanlyut and to its goals
- Serves as primary advocate for community recognition and support for Chanlyut
- Translates the organization's mission and goals into realistic objectives and provides strategy for achieving them
- Selects and cultivates qualified staff, models effective behaviors and skills, and builds morale among staff and program participants
- Raises issues and questions and provides adequate information to inform Board discussions
- Establishes appropriate systems for dialogue and communication between the Board and staff to ensure that the Board maintains a good knowledge of the organization

- Mentors senior staff to build effective working relationships with the officers of the Board and committee chairs who are responsible for specific aspects of organizational governance
- Assists staff to cultivate effective relationships with community and business leaders, constituents, public officials, relevant professional organizations, and potential funders

### Fiscal

- Understands the current and future financial resources needed to realize the organization's mission
- Creates partnerships with businesses or other institutions that contribute to the organization's resources
- Guides revenue-generating micro-enterprise training schools in order to provide adequate income to the organization
- Is knowledgeable regarding financial planning, budgeting, management of the organization's investments, and understands the place of each in the organization's overall financial picture
- Establishes a system linking strategic and operational planning with the organization's budgeting process
- Ensures that financial reports are presented to the Board on a regular basis and that an annual budget is submitted for Board review, revision, and approval
- Ensures that a clear and accurate accounting system is maintained, allowing the board to monitor the organization's finances and operations in relationship to the approved budget and to make informed financial decisions

### Management

- Accountable for carrying out the personnel policies and other policies adopted by the Board of Directors
- Ensures that there are appropriate systems in place to facilitate the day-to-day operations of the organization in the areas of: development and delivery of programs, education and outreach, policy development, administration and operations, and fundraising and resource development
- Demonstrates substantive knowledge regarding the organization's programs and services; has a passion for systems change and individual change
- Works with the Board to develop appropriate policies to ensure the efficiency and effectiveness of programs
- Ensures that staff and participants manage programs and training schools effectively
- Sets high standards of quality for the organization's programs
- Recommends new programs and the modification or discontinuance of current programs, as appropriate, to the Board
- Has assured the organization has in place sound risk management policies, including adequate insurance coverage; accounting, payroll, and cash management systems; appropriate personnel policies and systems for staffing; appropriate space management plans, which help build an efficient and harmonious workplace; and plans for the appropriate use of technology and technological systems
- Ensures compliance with all legal and regulatory requirements
- Responsible for any discharges of participants from the program in conjunction with the Director
- Implements educational programming in conjunction with the Director and participants
- Serves as inspirational leader and seminar instructor for participants as appropriate

### Business Development

- Responsible for the development of business plans for new or expanding businesses, with assistance as needed from CITC Business Manager
- Responsible for oversight of businesses
- Responsible for linking participants/director with mentors from related industries to bring expertise into the business operations.

#### Public and Community Relations

- Provides information to the public on an on-going and on-request basis through community outreach in conjunction with Director and Chanlyut Administrative Manager.
- With Director, assures the maintenance of contacts and good working relationships with all referral agencies and neighborhood groups
- Develops and cultivates relationships with donors and other key stakeholders in coordination with CITC Institutional Advancement
- Ensures that Chanlyut is well-placed and understood in each of its target sectors: potential residents; courts and probation/parole; and funding partners/business investors.

#### **SECONDARY FUNCTIONS/OTHER RESPONSIBILITIES**

- All additional responsibilities as assigned by the Board of Directors

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#### **REPORTING RELATIONSHIPS**

**This position reports to:** The Chanlyut Board of Directors

**Reports to this position:** Chanlyut Director and Assistant to the Director

#### **Success Factors/Job Specifications:**

- First and foremost, the successful incumbent must understand and embrace the principles of Chanlyut and demonstrate a passion for its mission. He/she should have no patience for excuses but a lot of patience for people who are trying to improve their lives. Constant and immediate accountability for actions is paramount.
- Excellent verbal, written, public speaking, and interpersonal skills.
- Strong analytical and organizational skills and attention to detail.
- Ability to prioritize and coordinate multiple activities while meeting deadlines.
- Consensus building, conflict resolution, and counseling knowledge and ability.
- Knowledge of and experience with programmatic and budgetary/financial management.
- Knowledge of or experience with population of ex-offenders and/or substance abusers.

#### **Qualifications:**

- Five years related experience preferred.
- Demonstrated knowledge and understanding of the social, health, educational, training, and cultural needs of the Alaska Native and American Indian community.
- Continued employment is contingent upon receipt of a satisfactory report from a state and federal background check.
- Valid Alaska Drivers License and insurable under CITC's automotive insurance.

**Hiring Preference**

Preference shall be given to eligible and qualified Alaska Native/American Indian applicants pursuant to P.L. 93-638 Indian Self-Determination Act.

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Employee Signature

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Date

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Supervisors' Signature

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Date