



Job Description

POSITION: Executive Director

SALARY RANGE: Negotiable based on qualifications and experience.

SUPERVISOR: Spotted Eagle, Inc., Board of Directors

STATUS: Full-time 12-month Exempt

DUTIES AND RESPONSIBILITIES:

JOB SUMMARY

The Executive Director under the guidance and direction of the Spotted Eagle Inc. (SEI) Board of Directors, will demonstrate responsibility for agency operations, including program development and implementation, fiscal management, personnel management and resource development.

Additionally, they will plan, develop, administer and provide direct services when needed for SEI programs to provide employment, training, educational and social welfare opportunities to the American Indian community. Cooperates and collaborates with business, civic, and other organizations to develop programs and services to meet the needs and interest of the American Indian community.

Assist the Board of Directors in the development of agency policies and procedures and demonstrates responsibility for the successful implementation of Board policies.

ADDITIONAL RESPONSIBILITIES:

Recruits, screens and hires applicants for positions within Spotted Eagle, Inc.

Supervises management staff, including scheduling and motivating employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints; and resolving issues. Provides personal and professional development opportunities for staff.

Supervises and provides strategic oversight for budget development, planning, fiscal reports and accountability.

Provide case management as needed, individually and in groups to persons in the Native American Community who are seeking opportunities, employment and career growth. Including but not limited to soft skills, leadership, client services, and software.

Assist the Board of Directors in the development and implementation of the Agency's Strategic plan.

Oversees and monitors the personnel management system within the Agency.

Other duties as assigned or directed by the SEI Board

QUALIFICATIONS REQUIRED:

Bachelor's degree in business administration, or related field, or equivalent work experience. Extensive experience in program management may be substituted in lieu of educational requirement.

Minimum of two (2) years' experience as a Program Administrator, Manager or Executive Director of a human services program or agency.

Requires the ability to use a personal computer and be proficient in Microsoft Office

Familiar with grant tracking software preferred.

Excellent verbal and written communication skills

Excellent human relation skills, including personnel management.

Ability to handle multiple, diverse tasks.

Must be bondable.

Must hold a valid state issued driver's license and working automobile.

Knowledge and experience working with the American Indian population.

Late night, early morning and weekend availability as needed.

PHYSICAL AND MENTAL DEMANDS:

While performing the duties of this position, the employee is frequently required to sit, stand, and/or walk, climb, balance, stoop, kneel, crouch, talk and/or hear, and/or use hands to finger, handle, or touch objects, tools, or controls. The employee must occasionally lift and/or move up to 50 pounds, with assistance. The employee must wear all the required Personal Protective Equipment (PPE) while performing job duties. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORKING ENVIRONMENT:

Work is performed in an office environment. The noise level in the work environment is usually moderate.