



## NIEA Executive Director Job Description

### About NIEA

The National Indian Education Association (NIEA) was founded in 1969, in Minneapolis, MN, by Native educators who were eager to find solutions to improve the education systems for Native students. NIEA adheres to the organization's founding principles: 1) to bring Native educators together to explore ways to improve schools and the schooling of Native students; 2) to promote the maintenance and continued development of Native languages and cultures; and 3) to develop and implement strategies for influencing local, state, and federal policy and policymakers.

At NIEA, work is driven by seven core values.

1. Honesty, Integrity, Transparency;
2. Purposeful, Intentional, Mindful;
3. Reliable, Dependable, Commitment, Hard Work, Dedication;
4. Respect;
5. Compassion, Empathy;
6. Community, Unity, Family, Service to Others; and
7. Generosity

These values have been established and aligned with the NIEA Strategic Plan. The values represent the environment staff and partners consider a part of their lives and encompass the work done to meet the mission and vision.

### Position Summary

Reporting to a Board of Directors, the Executive Director (ED) provides overall strategic and operational direction for the National Indian Education Association (NIEA). The ED ensures the mission of the NIEA and the NIEA Board of Directors is carried out effectively and efficiently.

### Essential Functions

*The essential functions of this position include, but are not limited to, the following:*

- **Administration.** Work with senior staff members to effect the NIEA strategic initiatives and coordinate with the Board on scheduled quarterly meetings, committee meetings, and any special meetings, e.g., with congressional representatives.
- **Fundraising.** Design and execute long-range plans for a fundraising campaign and work with the Board to identify the budget and timeline for implementation, management and reporting. Conduct at least one major fundraising event annually, including the annual tradeshow and convention.
- **Grant Development and Administration.** Oversee the solicitation, administration/supervision, and reporting/evaluation of any grants received by NIEA and ensure grant compliance. Grants must be aligned with NIEA's strategic priorities and the Memorandum of Agreement(s) approved in advance by the Board of Directors.

- **Fiscal Responsibility.** Supervise day-to-day budget management for both the operating and convention budgets. Work with outside accountants and the Board of Directors to ensure timely accounting and reporting of fiscal matters.
- **Legislative/Policy Analysis.** Oversee the NIEA legislative agenda and coordinate with the Board of Directors, legislative consultants, and various elected officials and their assistants. Assist in developing policy and testimony for the NIEA.
- **Convention and Other Special Events Management.** Maintain, improve, and oversee the annual convention. Responsible for coordinating the annual Hill Week and any special events approved by the Board.
- **Strategic Vision and Planning.** Implement and advance the strategic vision and plan, as developed with the Board of Directors and staff.
- **Collaboration and Professional Communication.** Demonstrate exemplary written and spoken communications with the Board, NIEA stakeholders, and staff at all times.
- **Other duties as assigned** by the Board President, with authorization by the full Board of Directors.

### **Non-Essential Functions**

General computer aptitude and use of technology.

Administrative duties such as answering the phone, utilizing office machines, filing, etc.

### **Qualifications:**

#### **Required:**

- 5-7 years of mid- to senior-level management experience with direct staff, which included supervisory and development responsibilities or related experiences.
- Results-oriented problem-solving skills, a motivated self-starter, and demonstrated legislative record.
- Excellent oral, written, and time management skills and the ability to analyze and summarize complex legislative and regulatory information.
- Strong organizational leadership and staff development skills.
- Ability to handle stress and multi-task in a fast-paced work environment with strict deadlines.
- Experience working for a Native organization, trade association, Congress, or similar organization conducting in-depth research and analysis of legislation being proposed, amended, and/or enacted.
- Ability to review legislation and prepare findings that explain the impact on Native stakeholders; ability to analyze and evaluate information, including legislative proposals, legislative reports, and testimony.
- Demonstrated experience in drafting briefings and presentations that illustrate the impact of legislation and regulatory proposals on Native stakeholders, along with advice and recommendations to management.
- Advanced college degree.
- Extensive travel is required.

#### **Preferred:**

- Proven experience working with board of directors or high-level executives.
- Knowledge of and experience in Federal Indian Policy, Native community economic development issues, small business, and government contracting policy.
- Experience living in and working with Tribal Nations, Alaska Native Corporations, and/or Native Hawaiian Organizations.
- Experience with, and understanding of, all aspects of non-profit fund development.
- Juris Doctorate or graduate-level degree in Educational Administration, Policy Administration, or Business Administration.

**Working Conditions**

- Standard business week, Monday-Friday.
- Work during evenings and on weekends, as needed.
- Indoor, sitting at a desk, typing, answering the phone, working office machines.
- Delivering presentations in front of large and small groups.
- Able to travel distances via automobile and airplane.
- Able to sit on an airplane for 2-12 hours.
- Carry luggage weighing 25-50 lbs.
- Lifting 15-20 lbs.
- Driving; valid driver's license required

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**Application Requirements**

1. Cover Letter/Letter of Application
2. CV or Resume
3. 3 Reference Letters, with at least one related to work/experience in a culturally-relevant area

**Salary/Compensation**

Range: \$170-180K

Benefits: Health insurance, dental, vision, short-term and long-term disability, life insurance