

**First Nations Women's Alliance**  
**Executive Director**  
**Position**  
**OPEN July 11, 2016- July 18, 2016**

**Mission:** It is the mission of the First Nations Women's Alliance to strengthen tribal communities in North Dakota by creating a tribal coalition for leaders to come together to address the issues of domestic violence and sexual assault. FNWA is committed to ending all forms of violence by providing culturally relevant services and resources.

**Goals:** 1) To increase awareness of domestic violence and sexual assault against Native American women and to strengthen the system of service delivery by creating a unified voice among the tribal communities in North Dakota. 2) To enhance the response to violence against Native American women at the tribal, state, and federal levels. 3) To maintain existing relationships with state and local agencies on behalf of Native people and Native Communities.

**Position Summary:** This position is a salaried, full-time, exempt position with office location in Devils Lake, N.D. The position is responsible to a board of directors comprised of tribal domestic violence program directors and 2 at large community representatives. Responsibilities include staff leadership and board development, strategic planning, fund development, organizational policy development, communication functions on a variety of levels, and fiscal and budget management.

The Executive Director is the Chief Executive Officer of the First Nations Women's Alliance (FNWA). The Executive Director is responsible to the FNWA board for the consistent achievement of the organization's mission. Work is performed with full latitude for professional judgment within the policy framework established by the board of directors. Responsibilities include the supervision of staff and serving as the day-to-day representative of the tribal coalition.

**Qualifications:**

- Minimum of five years management and program development experience in a tribal domestic violence agency.
- Experience working with both tribal and non-tribal entities that are focused on domestic violence intervention and prevention.
- Knowledge of and experience with tribal issues in North Dakota.
- Must be willing and able to travel statewide and nationally.
- Experience with and understanding of current concepts of prevention and social change.

## **Skills and Abilities:**

- Visionary for the potential of FNWA's mission and ability to help the staff and board catch that vision and turn it into reality.
- Deep and personal understanding of Native American culture and practices with a willingness to embrace and learn from each participating tribal community in North Dakota.
- Commitment to speaking truth to power, while fostering peace and understanding in each interaction, including:
  - Working collaboratively with other staff, community-based services and other professionals
  - Making and implementing decisions independently and as part of a team
  - Treating all people with dignity and respect
  - Honoring diversity among people
- Working knowledge of all aspects of client services offered by tribal domestic violence/sexual assault programs.
- Ability to work with other individuals and agencies on joint projects to meet community needs.
- Strong public relations skills, including public speaking.
- Ability to express ideas clearly and concisely, both orally and in writing.
- Experience and success in grant writing.
- Ability to make logical and appropriate decisions in crisis and non-crisis situations.
- Ability to organize and prioritize.
- Ability to understand and define roles and responsibilities of staff and board and relate to a wide variety of people.

## **Position Focus Areas:**

### **Organizational Responsibilities**

- Oversee program development and implementation of organizational goals with board of directors and staff; carry out policies as developed and directed by board of directors.
- Compile official records and documents; ensure compliance with relevant tribal, state, and federal regulations.
- Maintain a working knowledge of significant developments and trends in the domestic violence and sexual assault field(s), particularly as they pertain to victims who are Native American.
- Demonstrate a working knowledge of the uniqueness and complexities of a tribal coalition.

## **Communication Functions**

- Communicate ongoing organizational, financial, programmatic, and administrative issues to FNWA board of directors.
- Be the primary representative of FNWA with the public by developing and maintaining contact with each of the tribal areas through public education and strategic networking.
- Serve as FNWA's official representative on relevant committees locally, tribally, statewide, and nationally and work to establish collaborative relationships.
- Articulate the mission of the organization to a wide and diverse audience.

## **Finance and Budget**

- Oversee the development and implementation of annual organizational budget.
- Oversee the development and implementation of sound financial policies.

## **Fund Development**

- Seek appropriate grant funding to assure the sustainability of organizational priorities.
- Oversee the implementation of other fundraising events and activities as needed.

## **Staff Leadership**

- Create and maintain a positive and healthy work environment for all employees.
- Nurture staff leadership in carrying out the mission of the organization.
- Provide personnel administration, including maintaining personnel files, hiring, and training, evaluating, disciplining and supervising of all staff.
- Oversee the development of personnel policies for FNWA. Schedule annual review and revision of personnel policies.
- Review with staff all job descriptions on an annual basis.
- Conduct regular staff meetings, including creation of meeting agenda.

## **Policy Development**

- Monitor tribal, state, and national policy development for appropriate action.
- Coordinate the representation of FNWA and interests of victims in advocacy and policy efforts.

## **Compensation:**

- DOQ
- Generous Benefit Package