



JOB DESCRIPTION

Executive Director

Job Title: Executive Director

FLSA Status: Exempt

Reports to: Board of Directors

Salary Range: \$80,000 – \$100,000

SUMMARY

Provide leadership and oversight of all aspects of the organization and work directly with the Board of Directors, participating Tribes, and funding entities to ensure the success. Develop a strategic plan to advance the organization's mission and objectives and to promote participation, delinquency prevention, financial stability, and growth as an organization. Oversee organization operations to ensure efficiency, quality service, and cost-effective management of resources.

PRIMARY RESPONSIBILITIES

- Establish and maintain cooperative planning and work relationships with the tribal communities and organizations served by Inter Tribal Sports.
- Schedule, prepare agenda, prepare Executive Director report, attend, and participate in monthly Board of Directors meetings.
- Maintain regular correspondence with Board representatives.
- Make recommendations to the Board for improvements to existing programs and recreation facilities and construction of new facilities on participating reservations.
- Assist in researching the communities' requirements and interests with regard to league sports and recommend new and revised athletic, wellness, leadership and cultural programs.
- Work with Board of Directors and financial manager to prepare budget and oversee administer funds and accounts payable, handle equipment estimates and procurement, and provide monthly and annual financial reports to the Board.
- Work closely with the Board of Directors to ensure program needs are met.
- Administer grant projects and ensure requirements are met through timely submission of required data and reports.
- Serve as primary contact for general organization business.
- Prepare, schedule and submit funding proposals to local tribes to ensure adequate functioning of the program and allow for future growth.
- Research and prepare grant proposals and applications for government and foundation funding opportunities.
- Schedule and coordinate with the Executive Board to plan the Board of Directors annual planning meeting.
- Oversee organization operations to ensure efficiency, quality, service, and cost-effectiveness.
- Plan, develop, and implement strategies for generating resources and/or funding for the organization.
- Identify partnership and collaboration opportunities and direct implementation activities.
- Research and collaborate with HR Business Partner to create operational procedures, policies, and standards.
- Review activity reports and financial statements to determine progress and status in attaining objectives and revise objectives and plans in accordance with current conditions.



- Evaluate performance of staff for compliance with established policies and objectives of the organization and contributions in attaining objectives.
- Build a fundraising network using personal contacts, direct mail, special events, and foundation support.
- Present annual report to Board of Directors, tribal sponsors, and grant-makers, as requested.
- Direct organization planning and policy-making committees.
- Other duties as assigned.

ADDITIONAL RESPONSIBILITIES

- Represent the organization at conferences, committee meetings, and at formal functions.
- Promote the organization to local, regional, national, and international constituencies.
- Promote the organization through professional associations, personal appearances at conferences, and media outlets.

KNOWLEDGE AND SKILL REQUIREMENTS

- Experience in strategic planning and execution.
- Knowledge of contracting, negotiating, and change management.
- Experience in formulating policy, and developing and implementing new strategies and procedures.
- Ability to develop financial plans and manage resources and to analyze and interpret financial data.
- Knowledge of public relations principles, practices and communication and public relation techniques.
- Ability to develop and deliver presentations.
- Ability to identify and secure funding/revenue sources.
- Work requires professional written and verbal communication and interpersonal skills.
- Ability to communicate and interact with officials at all levels of government and to work effectively with a wide range of constituencies.
- Ability to motivate subordinates and simultaneously manage several projects.
- Bachelor's degree in public administration, recreation management, education, business administration, or related field required.
- Five or more years of experience working in athletics administration, recreation, non-profit administration, public administration, or a related area.
- Knowledge of team sports and sports terminology.
- Proficient computer skills including, but not limited to, experience with e-mail, Microsoft Word, Excel, One Note, Publisher and PowerPoint.
- Familiarity with Native American culture, Tribal Governments, and participant tribes preferred.
- Demonstrated management/leadership experience, to include skills in consensus building.
- Good verbal, written, and interpersonal communication skills.
- First Aid/CPR certification, or obtain within 90 days.
- Must pass drug screening test and criminal background check
- Experience in grant writing and administration
- Work requires willingness to work a flexible schedule and travel.

NATIVE PREFERENCE

Inter Tribal Sports, Inc., seeks to employ the most qualified individuals to further its mission. It also recognizes the importance of promoting employment among Native Americans and the unique perspectives and experiences this may offer to the organization. To that end, when making staff decisions including but not limited to hiring, reinstatements, transfers, promotions, layoffs, and workforce reductions, Inter Tribal Sports, Inc., offers a hiring preference to Native Americans who live on or near a reservation. An individual's Native American status, however, is just one factor Inter Tribal Sports, Inc., will consider in



making staffing decisions. Any individual seeking to benefit from the policy must provide verification of Native American status in the form of a valid Tribal ID or membership card, Certificate Degree of Indian Blood, or other documentation to be considered for the hiring preference.

WORKING CONDITIONS

Working conditions include normal office environments and outdoor environments at project sites with moderate noise levels. Evening and/or weekend work is frequently required. There is frequent interaction with the general public, program participants, donors, and employees. Tight time constraints and multiple demands from several people are common. Working conditions will also include outdoor or recreation facility setting, where the employee will be exposed to outside weather conditions. Travel will be required.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, use arms/hands/fingers, talk, hear and walk. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must have stamina to sit and/or stand for long periods of time. The employee must regularly lift and/or move up to 25 pounds, occasionally lift objects weighing as much as 50 pounds, or assist in lifting objects in excess of 50 pounds. Due to the nature of work and the goals of the organization, the employee may be required to maintain a minimum physical condition and comply with predetermined fitness standards.