

ADVERTISEMENT

The National Native American Boarding School Healing Coalition (“NABS”) is seeking a contractor to serve as Executive Officer for the nonprofit organization. The Executive Officer is responsible for the overall operation of NABS including implementation of programs, policies, procedures, funding, and fiscal management. The Executive Officer reports to and is responsible to the NABS Board of Directors. Initially, the successful candidate will work closely with staff from the Native American Rights Fund in Boulder, Colorado.

MINIMUM QUALIFICATIONS

- Bachelor’s degree
- Proficient in writing and oral communication
- Background of association and interactions with Native American communities
- At least 4 years of work experience in Native American communities
- Experience and proven success at professional-level functioning in a variety of contexts
- Familiarity with the American Indian Boarding Schools and the lasting legacy of the schools
- Commitment to resolve the issues that NABS is focused on addressing

PREFERRED QUALIFICATIONS

- Experience in fundraising and grant reporting
- Bachelor’s or Master’s degree in Indian Studies, Business Administration, or related fields

Growth of the Coalition’s internal capacity, due to successful fundraising, will necessarily result in growth of the responsibilities of the Executive Officer and create additional stability and compensation opportunities.

RESPONSIBILITIES

The responsibilities of the Executive Officer shall include the following, in addition to any other responsibilities necessary to carry out the direction of the organization as set by the Board of Directors:

1. Board Administration and Support – Supports operations and administration of Board by advising and informing Board members
2. Program and Service Delivery – Oversees design, marketing, promotion, execution and quality of activities, programs, and services
3. Financial, Tax, Risk, and Facilities Management – Recommends yearly budget for Board approval and prudently manages organization's resources within those budget guidelines according to current laws and regulations

4. Human Resource Management – Effectively manages the human resources of the organization according to authorized personnel policies and procedures that fully conform to current applicable laws and regulations
5. Community and Public Relations – Assures the organization and its mission, programs, products and services are consistently presented in strong, positive image to relevant stakeholders
6. Fundraising – Oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administering fundraising records and documentation

ABOUT NABS

The Mission of the National Native American Boarding School Healing Coalition is to secure healing and reconciliation among Native American individuals, families, nations, and communities that continue to experience harm from the effects of the United States' past federal policy of forced boarding school attendance and cultural eradication. We seek to secure redress from responsible institutions in order to provide resources in support of lasting and true community-directed healing. Ultimately, our goal is to seek healing and redress of the harms caused by the federal Indian Boarding School Policy of the past two hundred years.

In addition to the first step of reconciliation, truth-telling about the entirety of what happened as a result of the boarding school policy and how the negative impacts are carried on today, we also seek redress in the form of support from responsible institutions for the provision of appropriate, lasting, and truly community-directed healing.

Project work requires communication and collaboration with many tribes, tribal organizations, and other Native American groups and organizations, various federal agencies and government officials, researchers and other experts in trauma, healing, and community relations. Proficiency in verbal and written communication, as well as familiarity with media of all sorts, is essential to the broad range of communication required to effectively accomplish the Coalition's purposes.

APPLICATION PROCEDURES

Interested applicants should submit a resume, three reference contacts with phone numbers and email addresses, and a cover letter expressing your interest and qualifications to:

- Scott Denver Jacket, NARF Legal Assistant, at sdjacket@narf.org

Review of applications will begin after June 15, 2015 and will continue until the position is filled. Compensation for the position will be negotiable depending on relevant experience and other qualifications.

Candidates selected for further consideration will be contacted by the NABS Hiring Committee. Inquiries into application status will not be accepted.