



UNITED INDIANS
OF ALL TRIBES FOUNDATION

Daybreak Star Indian Cultural Center
5011 Bernie Whitebear Way Seattle, WA, 98199

JOB TITLE: EXECUTIVE DIRECTOR
REPORTS TO: UIATF BOARD OF DIRECTORS
LOCATION: Daybreak Star Indian Cultural Center, Seattle, WA

DEPARTMENT: ADMINISTRATIVE
STATUS: FULL TIME, EXEMPT
SALARY: DOQ

MISSION STATEMENT

We provide educational, cultural, and social services that reconnect Indigenous people in the Puget Sound region to their heritage by strengthening their sense of belonging and significance as Native people.

We enact our mission by providing critical services to the urban Indian community. We start this work by providing early learning support in the home and preschool classes at Daybreak Star, all designed to help our children achieve academic success. We are a private Foster Care Licensing agency and Indian Child Welfare agency, working directly to both reduce and serve the disproportional number of native children in the Foster Care system. At our Labateyah Youth Home we provide housing, classes for independent living and assistance in helping them find employment or complete school. Through Native Workforce Services, we provide employment and educational assistance. And lastly, our Elders Program provides a nutritional meal four days per week to our most venerated community members and makes sure that they are able to participate at social gatherings at Intertribal lunches around the state.

Improving outcomes for all of our clients requires significant community support and involvement. Our staff works hard to develop and maintain partnerships with parents, families, and children. We work cooperatively with additional agencies, such as the Seattle Indian Health Board and the Cowlitz Tribal Mental Health Program. At the center of our work is a strong belief for all our clients to be given the support to achieve success and lead a happy and healthy life

THE ORGANIZATION

United Indians of All Tribes Foundation was founded in 1970 to serve as a focal point for the renewal and regeneration of Native American/Alaska Natives in the Greater Seattle area. We began with the occupation of Seattle's Fort Lawton to reclaim a land base for urban Indians. Our founding Executive Director, Bernie Whitebear and his colleagues succeeded in obtaining a twenty-acre site on which Daybreak Star Indian Cultural center is now built.

Daybreak Star was completed in 1977 and has come to serve as a regional epicenter for our Native community. Today we are a community-based organization, hosting gatherings, services and programs, as well as serving as an important destination for the population at large to learn about the heritage and culture of our people.

Daybreak Star reflects our history and celebrates our diversity through spectacular Native art from the four corners of America. It is our urban Indian home.

THE POSITION

The Executive Director of United Indians of All Tribes Foundation leads a dynamic and influential non-profit organization guided by United Indians Board of Directors. The Executive Director plays a key role in advancing a vision of quality social services and community support. S/he works in close partnership with donors/funders, elected officials and community based organizations and provides direct support for a talented team of 50 plus professional staff.

Primary responsibilities include:

Leadership: Works in concert with the Board, provides strategic vision and leadership in fulfillment of United Indians of All Tribes mission.

Governance: Support United Indians board of directors and its officers in executing its governance responsibilities.

Development: Provides leadership and direction to the organization's fundraising and resource development functions. Meets with prospective and current donors/funders to build and maintain support for United Indians and networks with leaders in the foundation and philanthropic community to identify new opportunities for support.

Operations: Oversees and is held accountable for the implementation of plans and budgets. Facilitates the work of the management team and provides guidance and expectations regarding results.

Financial Management: Responsible for ensuring the fiscal integrity of the organization and the achievement of financial goals. Oversees plan/budget and strategic undertaking of philanthropic resources to achieve desired results.

Communication: Serves as the primary spokesperson for United Indians, guides the development of key messages and utilizes various communications mediums to advance United Indians agenda and strategic goals.

External Relations: Build relationships and partnerships with communities, non-profits, social and educational equity groups, business and community leadership groups and government entities.

IDEAL CANDIDATE PROFILE

United Indians of All Tribes Foundation seeks a strong, visionary, creative individual with demonstrated success building productive community relationships and partnerships. The ideal candidate will bring a passion for cultural understanding, knowledge of Native people and awareness of policies and strategies, and highly developed leadership skills to this position.

Because of our standing in the Native community, the candidate we seek must be energized by public contact and fund/friend-raising, and thrive in an environment that includes a significant amount of contact with the community, business and political leaders. S/he must be comfortable interacting with diverse people from all walks of life presenting a consistent and authentic persona when meeting with any individual or group.

The new Executive Director must be comfortable with change and work with staff to anticipate change, understand and embrace the concept of change.

A Master's Degree in the following areas are preferred: Administration or Public Administration, Non-Profit Leadership, MB.

MINIMAL QUALIFICATIONS

A Bachelor's degree with related senior level management, supervision and leadership experience and a minimum of 5 years of experience is acceptable.

Excellent verbal and written communication skills

Strong organizational abilities including planning, delegating, and tasks facilitation. Ability to prioritize and manage multiple tasks/projects in a fast-paced non-profit environment; operate well under pressure.

Must demonstrate knowledge and skills of organizational policies, principles and practices related to non-profit operations and systems, including a demonstrated track record of effective strategic planning.

Must exhibit sound budget management skills, including budget preparation, analysis, and decision-making and reporting.

Cultural competency, requires strong knowledge and understanding of urban Indian communities, Washington state trial history and politics and Native American/Alaska Native culture.

Other duties as assigned.

Other requirements: Valid Driver's License and vehicle successful completion of a federal ten-year background check. Must be willing to travel, including potential trips to Washington DC and other domestic locations.

Compensation: Commensurate with experience and qualifications.

PLEASE SEND COVER LETTER AND RESUME TO:

Executive Search Team

United Indians of All Tribes Foundation

P.O. Box 99100

Seattle, WA. 98139

YOU MAY ALSO EMAIL TO: jobs@unitedindians.org

JOB POSTING DATE: June 6, 2016

JOB POSTING CLOSING DATE: When qualified applicant is hired.

United Indians of All Tribes Foundation is a Equal Opportunity Employer