



## JOB DESCRIPTION

### ALASKA NATIVE VILLAGE CORPORATION ASSOCIATION

POSITION:	EXECUTIVE DIRECTOR
SUPERVISOR:	BOARD CHAIR
JOB CLASS:	PROFESSIONAL
SALARY RANGE:	DOE
FLSA:	EXEMPT

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#### Summary:

The Executive Director is responsible for ensuring that the mission and vision of the Alaska Native Village Corporation Association (ANVCA) are successfully fulfilled.

Key duties include advocacy and public policy based on membership and board direction, fundraising, community outreach and membership and sponsorship build.

#### Essential Duties and Responsibilities:

- Provide services that will improve success, efficiency, profitability and stability to its member corporations;
- Advocate for policies that will benefit and protect the interest of Alaska Native Village Corporations with local, state and federal governments;
- Provide an officially recognized voice for the interests of Alaska Native Village Corporations;
- Provide a network of mutual support and technical assistance that will enhance the success of all Alaska Native Village Corporations and their shareholders;
- Promote responsible resource management and developmental policies;
- Encourage a mutually respectful and cooperative relationship with Alaska Native Regional Corporations, tribal entities and other businesses for the overall benefit of Native peoples; and
- Promote a positive image of our corporations with our shareholders, Native children and the general public.

The Executive Director administers and coordinates the activities of ANVCA in support of policies, goals, and objectives established by the BOD and its membership. This position provides oversight of all functions of and works to promote a success-oriented, accountable environment. The Executive Director will promote ANVCA values and provide leadership and guidance to develop, manage and implement all functions of the non-profit. Assignments will be performed with considerable independence and require the application of initiative and professionalism. The Executive Director reports directly to the Board of Directors.

#### Board Governance

- Responsible for communicating effectively with the Board and providing timely and accurate information necessary for the Board to function properly and to make informed decisions.
- Scheduling and providing all required information, financial reporting, and other documentation for regular and special Board meetings.

### Leadership

- In conjunction with the BOD, carry out the vision and mission for ANVCA.
- Develop and implement a strategy to reach the goals set by the ANVCA BOD.
- Work towards growth, by increasing membership, sponsorship and funding.
- Identify, assess, and inform the BOD of internal and external issues that affect ANVCA and village corporations.
- Along with the BOD Chair, function as a spokesperson for ANVCA to enhance its profile.

### Operational Planning and Management

- Ensure that the operation of ANVCA meets the expectations of its BOD, membership, and funders.
- Draft for BOD approval, policies and procedures that clarify the components and implementation of the BOD's legal and fiduciary responsibilities. Recommends revisions to the BOD as appropriate.
- Establishes operating policies consistent with the BOD's general policies and objectives and ensures their execution.

### Program Planning and Management

- Ensure that the events, training and advocacy contribute to its mission and reflect the priorities of the membership.
- Oversee the planning, implementation, execution, and evaluation of special projects.

### Financial and Grant Management

- Research funding sources, oversee the development of fundraising plans, and develop proposals to increase the annual operating budget of ANVCA.
- In preparation for BOD approval, draft the annual budget and supporting justification.
- Work with the accounting firm to oversee activities of independent auditors ensuring all audit issues are resolved, compliance issues are met, and the preparation of the annual financial statements is in accordance with GAAP and federal and state requirements.
- Develop and maintain systems of internal controls to safeguard financial assets of the organization and ensure that substantiating documents are approved and available so that purchases may pass independent and governmental audits.
- Ensure adequate cash flow to meet the organization's needs.
- Approve expenditures within the authority delegated by the BOD.
- Ensure filing of all tax reports required by the Internal Revenue Service and the State of Alaska.
- Work with the accounting firm to ensure preparation of financial reports, i.e. balance sheet reports, statements of income versus expense, budget reports for presentation to the BOD.
- Ensure that industry-standard business practices are followed.

### Community Relations and Advocacy

- Communicate with stakeholders to keep them informed of the work of ANVCA.
- Establish good working relationships and collaborative arrangements with community groups, funders, and other organizations to help achieve the goals of ANVCA.
- Participate as appropriate in local, statewide, or national events to advocate for and represent ANVCA.
- Maintain a consistent professional demeanor at all industry functions and on social media.

## Risk Management

- Identify, evaluate, and implement measures to minimize risks to ANVCA's stakeholders, property, finances, goodwill, and image.
- Oversee business insurance plans and perform analysis to ensure compliance with all insurance requirements for protection against property losses and potential liabilities per the various funding sources and business laws.

## Qualifications

### Education

- BA degree in business administration or related field and at least seven years of progressively responsible experience related to the work of the position.
- Minimum of ten years of management-level work experience in an ANC or public setting and seven years of supervisory experience.
- Significant understanding of the Alaska Native Claims Settlement Act and its amendments.
- Evidence of significant successful advocacy and public policy work.
- Experience with natural resource management.
- Demonstrated experience in non-profit business administration planning, development, implementation, and execution.
- Familiarity with Alaska Native village corporations and their responsibilities.

### Knowledge, Skills, and Abilities

- Understanding of ethical behavior and business practices, and ensure that own behavior is consistent with these standards and aligns with the values of ANVCA.
- Knowledge of leadership and management principles as they relate to non-profit and advocacy organizations.
- Excellent ability to express ideas and recommendations clearly and concisely.
- Ability to work independently with minimal supervision and coordinate the resources available for an effective organization.
- Ability to establish and maintain effective working relationships with BOD, members, community leaders, public officials, and constituents.
- Excellent judgment and self-sufficiency in effective problem-solving.
- Utilization of Microsoft Office Suites and membership software required.

## Working Environment:

Work is performed in a professional office setting. Some travel within Alaska and the lower 48 required.

**PHYSICAL DEMANDS:** The work is generally sedentary, requiring routine walking, standing, bending, and carrying items weighing less than forty pounds.

**REASONABLE ACCOMMODATION:** It is our practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.