

Tribal Administrator  
Chenega IRA Council/Native Village of Chenega  
Locations: Anchorage, Alaska  
Type: Regular Full-Time, Exempt  
Level of Clearance Required Background Check

## **JOB DESCRIPTION**

### **Summary:**

This is a unique opportunity for a qualified professional to advance the strategic direction of the Village of Chenega. The successful candidate will provide professional communication and strong relationship building skills with the ability to adapt to the needs and requirements of the position.

This position plays a critical role to both supporting the needs of the Village of Chenega and the Chenega IRA Council (Tribe). The Tribal Administrator carries out the goals and objectives of the Tribe utilizing policies and procedures and is responsible for the daily operations of the Tribe.

The people of Chenega are part of the Sugpiaq group of the Alutiiq family having inhabited this region for greater than 10,000 years. The position offers a unique and fulfilling opportunity to support and preserve their way of life and culture.

### **Responsibilities:**

The Tribal Administrator is responsible for the overall operations of the Village of Chenega (Village), focusing on short and long-range goals for the Village. This position will be a liaison between the Chenega IRA Council (Tribe) and various State, Federal, and non-profit organizations as well as The Chenega Corporation.

The Tribal Administrator works under the direction of the Tribe and the General Manager of the Chenega Regional Development Group (CRDG). This position directly supervises the Village Operations Manager, Village Staff Accountant, and Village IGAP Coordinator.

One of the primary functions of this position is to accomplish the Tribe's strategic short- and long-term goals through new grant funding from federal, state, foundation, and private sources. An ideal candidate will have proven experience in developing programs that include but are not limited to health care, subsistence, heritage and language preservation, public safety, transportation, tribal justice, behavioral health, and self-governance. The Incumbent will be responsible for developing and submitting grants that advance the Tribe's strategic goals in close coordination with the CRDG team. This position is also responsible for effective program and project management and reporting of existing grants.

The Tribal Administrator will also work with the Village Operations Manager and CRDG to ensure the operations and infrastructure of the Village are operating safely and efficiently. This includes utilities, harbor, corporate housing, public buildings, etcetera. The position requires a working knowledge of managing small community infrastructure and regulations/normative practices related to these areas of operation.

This position will represent the Tribe and maintain positive relations with other tribal, state, federal and local governments, public agencies, Tribal Members, the general public and the media and maintain positive staff morale. Ensure overall professionalism, effectiveness, and efficient management of staff. Maintain confidentiality of Tribe and its Council and Administration.

Works closely with the Chenega Regional Development Group on planned development of business/economic and infrastructure projects within the Village.

Proven ability to work with multiple individuals to deliver project and program goals and objectives set by the Tribe and CRDG. The successful candidate will be able to keep and maintain critical relationships that further the direction of the Village of Chenega.

Execute the Villages strategic plan through research and develop local, state, and federal funding sources including government grants, foundations, and corporations; identifies appropriate funding and strategies for projects and initiatives. Conducts or oversees all necessary background/factual research to develop a strong need statement for each grant application. Oversees, contributes to, and edits grant narratives to assure that proposals are responsive and adhere to submission requirements and reflect the highest professional presentation of materials for grant submission. Applies for tribal grants. Facilitates post-grant requirements that are not limited to metrics and progress reports to ensure grant compliance.

Oversee operations in the Village including power generation, water, sewer, roads, harbor, personnel, and public buildings.

Manages corporate housing and facilities within the village for rentals, contractors, and visitors. Assists with procurement and project management as needed to ensure completion of Village programs with special emphasis on tribally funded activities.

Facilitates Tribal Council meetings including development of packets and or draft resolutions.

Organizes and manages special events such as the annual meeting, elections, and the Chenega Memorial event.

Ability to understand, analyze and interpret financial reports and develop program and project budgets and reporting.

Prepares and maintains compliance contracts and other necessary documents as may be required for the Tribe and Village. Maintains project and program matrixes to track and ensure timely deliverables and reports.

Frequent travel to the Village of Chenega required.

Other duties as assigned.

**Qualifications:**

To perform this job successfully, an individual must have the experience and aptitude to perform each essential duty and responsibility satisfactorily.

Minimum of a bachelor's degree in related field such as business or public administration required, related advanced degree preferred. Specific and unique experience related to the duties and responsibilities of this position will be evaluated on a case-by-case basis in lieu of formal post-secondary education.

Minimum of 5 years in a similar role in a leadership role in either a profit or nonprofit position.

Minimum of 3 years of proven success in grant writing and administration.

Strong MS Office Suite experience

**Knowledge, Skills and Abilities:**

Tribal program development and experience with funding agencies including BIA, State of Alaska, and IHS programs preferred.

Experience of running a past business profit/non-profit is preferred.

Knowledge of standard regulations and principles of grant programs.

Established working relationships and partnerships with other organizations, agencies and economic/public planning practitioners.

Working knowledge of infrastructure from proposal to proactive maintenance of projects preferred.

Preference for the knowledge/appreciation of Alaska Native culture.

Previous experience working for a tribal government preferred.

Previous experience overseeing and promoting Tribal Economic Development.

Understanding of natural/cultural resource protection enhancement and development.

**Physical Demands:**

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee may use repeated motions that include the arms, wrists, hands and/or fingers. The employee is occasionally required to walk, stand, climb, balance, stoop, kneel, crouch, or crawl. The employee

must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

**Work Environment:**

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.)

The employee will normally work in a temperature-controlled office environment, with frequent exposure to electronic office equipment.

During visits to areas of operations, may be exposed to extreme cold or hot weather conditions. Is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and loud noise.

**Benefits:**

We offer a wide range of benefit options is designed to support and protect employees and their families. Based on eligibility, benefits include medical, dental, vision, prescription plans, wellness programs, income protection, paid leave, and retirement. Positions covered by the McNamara-O'Hara Service Contract Act, Davis-Bacon Act, or a Collective Bargaining Agreement (CBA) will comply with the statute or CBA requirements.

SUBMIT APPLICATION WITH RESUME TO: [contact@jwigcorp.com](mailto:contact@jwigcorp.com)