



Gwichyaa Zhee Gwich'in Tribal Government
(Formerly known as the Native Village of Fort Yukon, IRA)
P.O. Box 126
Fort Yukon, AK 99740
Phone: (907) 662-2581
Fax: (907) 662-2222

1-800-478-NVFY
www.fortyukon.org

Position Opening

Title: Executive Director

Summary: The Executive Director serves as the chief administrative officer of all tribal programs and is directly responsible to the Tribal Council for the management and administration of all programs and policies of the Gwichyaa Zhee Gwich'in Tribal Government (GZGTG). The Executive Director is responsible for developing and implementing an effective tribal management system that encompasses the mission statement, goals and objectives of the Tribe.

Duties:

- Carry out the mission statement of the GZGTG.
- Responsible for all aspects of program management for each Tribal Government program including budget management, reporting and grant writing or compact negotiation.
- Assures financial integrity and assumes responsibility for budget and contract compliance. Provides the Tribal Council with appropriate reports and attends all Council meetings and assists in the planning and coordination of the annual Tribal Meeting.
- Staffs, supervises and evaluates performance of key management personnel and administration support staff. Encourages professional development of staff.
- Insures drug-free workplace compliance.
- Researches and applies for relevant funding resources.
- Responsible for pre- and post-audit planning and follow up.
- Travel in and out of state for meetings/workshops/trainings and conferences.
- Able to communicate professionally, either verbally or in writing, with state, federal and private agency representatives to further the interests of the Tribe.
- Stays informed of current trends and legislation relating to Tribal program areas, specifically natural resources, the environment, tribal courts, education, housing, and social services.
- Work collaboratively with other local agencies and organizations.

Qualifications:

This position requires an individual with strong leadership, management and organizational skills to work with the Tribal Council, state and federal agencies and other tribal governments as well as the tribal constituency.

- B.A. in Tribal Management, Business Management, Public Administration or related field and/or administrative/management/supervisory experience. A combination of experience, education and training may be considered in lieu of degree requirements.
- Excellent communication skills and advanced writing ability.
- Exceptional people skills.

- Familiar with ANSCA, ICWA, NAHASDA, P.L. 63-938.
- Experience working with other professionals associated with public agencies, private entities, community organizations and consortiums.
- Experience working, reviewing, developing and establishing goals and long range planning.
- Knowledge of social, economic and cultural issues of the Yukon Flats region and Gwich'in people in particular.
- Can meet a high standard of integrity, objectivity and sensitivity to the needs of the Tribal Government and its interactions with its constituents.
- Ability to multitask and to maintain an organized filing system a must.
- Regular attendance and dependability required.

Requirements:

- A cover letter expressing reasons for consideration as a candidate for this position.
- A recent resume.
- A Gwichyaa Zhee Gwich'in Tribal Government employment application (include any gaps in employment and the reasons).
- Two (2) professional letters of recommendation outlining your qualifications for this position.

Application Instructions:

Cover letter, resume, GZGTG employment application and two professional references need to be received at the Tribal Office.

Work schedule: Monday - Friday 8:00 AM - 5:00 PM
Salary: DOE
Posted: April 27, 2021
Closes: Open until filled

Under the authority of PL 93-638, Indian preference shall be given to the applicant(s) who meet the minimum qualifications. As a federal contractor, GZGTG is required to show compliance with the Drug Free Workplace Act of 1988. GZGTG has initiated and maintains a Drug and Alcohol policy.

Applications are available at the Tribal Office or at www.fortyukon.org. Complete applications can be submitted to Education/Employment Coordinator at the Tribal Office 907-662-2581.