



Executive Director Job Description

Job title: Executive Director

Program Affiliation: Native Health Initiative administration

Reports to: Circle of Healing Council (Board of Directors)

Job Overview:

This impactful leadership position is responsible for overseeing the administration, programs, and strategic plan of Native Health Initiative (NHI). This position requires a dynamic mission-driven leader who is passionate about loving service and leading hands-on operations, fostering growth and developing overall NHI programs. The Executive Director will grow NHI's reach, community relationships, organizational structure and have a vision for a strong future for the Indigenous youth, families, and communities we serve.

Qualifications:

Attention to detail and outstanding written and verbal communication skills. Ability to multi-task in a dynamic and growing environment. Fiscal management and oversight preferred. Previous experience in fundraising, grant writing, and event planning/execution. Supervisory skills, human relations and volunteer management. Knowledge of and appreciation for Indigenous communities and cultural practices. Computer platforms used include Dropbox, Word, Excel, Google Suite, Woo Commerce, Canva, and Benchmark email system.

Responsibilities:

- Collaborate with the Circle of Healing Council (CHC) to identify, create and implement a strategic plan for NHI.
- Oversee the daily operations of NHI including, but not limited to:
 - Financial Management: Daily accounting, budget oversight and financial reports. Manage, review and report on financial status of NHI with the CHC and other NHI leadership. Produce annual budget, reports, and work with key professionals to maintain fiscal compliance.
 - Human Resources: Organize volunteer recruitment, retention and key NHI leadership positions. Lead, inspire and support NHI leadership, interns and volunteers to grow in the organization. Foster a collaborative work environment, encourage professional development, and champion accountability among NHI staff.
 - Policy Development: Develop, strengthen and enhance organizational infrastructure utilizing Indigenous frameworks.



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- Grant Application and Administration: Grow revenue through grant writing and individual donors while developing key relationships with diverse funders and communities. Monitor grant reporting and adherence.
 - Program Administration: Work with NHI staff to monitor and maintain all NHI program performance, implementation, and evaluation. Work with NHI staff for outreach, communications, marketing, advertising, public relations, promotions, and fundraising. Produce social media posts as well as bi-weekly newsletter.
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- Communicate effectively with the CHC by providing members with all information necessary to continually function properly and make informed decisions in a timely and accurate manner. Attend CHC meetings and provide updates and reports on (future) staff, current work, and project timelines as well as project and organizational progress.
 - Ensure all NHI programs and practices comply with legal and regulatory requirements.
 - Creating and overseeing contracts of program staff and/or part time staff positions if needed.
 - Monitor and update NHI handbooks including Employee Handbook and Volunteer Handbook.
 - Provide, as needed, guidance and suggestion to the CHC regarding Board policy and development.
 - Other duties as assigned by the NHI CHC.

Physical requirements:

In addition to seated work at a desk, this position required moving and lifting merchandise boxes, tables, chairs and other objects as needed. This position requires the ability to walk for considerable distance and standing for extended periods.





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