



# Affiliated Tribes of Northwest Indians Economic Development Corporation

## Position Description

<b>Position Title:</b>	Executive Director
<b>Location:</b>	Portland, Oregon (not a remote position)
<b>Salary:</b>	\$80,000 - \$105,000 per year, based on experience
<b>Closing Date:</b>	Open Until Filled

## Organization Overview

The **Affiliated Tribes of Northwest Indians Economic Development Corporation** (ATNI-EDC) is a nonprofit organization that provides financial and technical assistance to ATNI Member Tribes in the priority areas of community and economic development to each of the fifty-seven ATNI Member Tribes in the Pacific Northwest that includes all of the Tribes in Oregon, Washington, and Idaho, as well as Tribes in Northern California, Nevada, Montana, and Alaska. As one of its tools, ATNI-EDC operates a Revolving Loan Fund that aims to increase access to capital for Native American communities and entrepreneurs. ATNI-EDC first began lending in 2000 and established a subsidiary certified Community Development Financial Institution (CDFI), Affiliated Tribes of Northwest Indians Financial Services (ATNI-FS), in 2002.

## Position Overview

The Executive Director is responsible for overall organization management for ATNI-EDC and its subsidiary, ATNI-FS, including leadership and management of staff, strategic planning, fundraising, and development planning. They will develop and maintain working relationships with the ATNI-EDC Board of Directors and the Native community. They will act as chief spokesperson to government agencies, community organizations, and the public. This position offers an excellent opportunity to work hands-on with a historically marginalized population.

## Job Duties

- Work collaboratively with Tribes, Tribal Enterprises, other Tribal organizations and State and Federal Agencies and maintain liaison with all relevant entities to further the mission of ATNI EDC, which is: "to support ATNI Member Tribes and Tribal Citizens to achieve economic prosperity."
- Provide planning and coordination of economic development efforts and resources of ATNI member Tribes and their entities and economic development partners, as requested by the Tribes and approved by the ATNI EDC Board of Directors.
- Manage regional economic development planning strategies and projects. Prepare reports and public presentations for elected officials, department heads, committees, and the public as necessary
- Regularly update the long-term and short-term goals, objectives, and corresponding metrics in the organizational Strategic Plan to respond to needs identified in the CEDS and through proactive community engagement
- Market and promote ATNI EDC and ATNI Tribes to retain and attract new business and projects for the region.
- Seek, obtain, and manage grants and project contracts to provide an income stream to ATNI EDC for operations and replenishment of revolving loan funds.

- Provide supervision, direction, and training opportunities for all ATNI EDC personnel. Manage performance, hear grievances, and administer disciplinary action. Approve hiring and termination actions. Ensure adherence to personnel policies and procedures.
- Develop and maintain programming as stipulated by the organizational Strategic Plan
- Oversee the preparation of the regional Comprehensive Economic Development Strategy (CEDS), coordinating with programmatic development efforts and resources and in compliance with Department of Commerce Economic Development Administration specifications.
- Provide oversight for grant and loan writing analyses and reports. Review reports to funding agencies and oversee the revolving loan fund portfolio in accordance with ATNI EDC's revolving loan fund administration plan.
- Cultivate the overall performance, sustainability, and growth of ATNI-EDC & ATNI-FS.
- Other duties as necessary.

## Qualifications

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. Ability to convey complex issues clearly, completely, and concisely both verbally and written to a broad and diverse audience. Ability to work independently and collaboratively in a team environment with a spirit of cooperation. Ability to communicate with clearly and regularly and proactively engage the governing board.

## Education & Experience

Must have minimum of three (3) years' experience in non-profit management, program management, and/ or project management or equivalent combination of education and experience. Must have bachelor's degree from four-year college or university in business administration, finance, communications, marketing, or a related field desired. Master's degree preferred. Must have general knowledge of Pacific Northwest based Tribes and a working understanding of Tribal governments, cultures, customs, and histories. Experience working with ATNI and/or ATNI Tribes is desired.

## Certificates, Licenses and/or Registrations

This position requires a valid Driver's License and insurance.

## To Apply:

Please send a cover letter (2-pages maximum), resume or CV, and a list of three professional references. Your cover letter should clearly explain how your skills, experience, and interests fit this position. Your references should be from 1) someone you managed; 2) someone that managed you; and 3) a peer.

**By email:** Send to [hr@atniedc.com](mailto:hr@atniedc.com) with the subject line "***Application for Executive Director.***" It is preferable that you send your documents as a single pdf.

**By mail:** Send to: Human Resources, ATNI-EDC, PO Box 66592, Portland Oregon 97290. If you are sending your application by mail, please inform us by email ([hr@atniedc.com](mailto:hr@atniedc.com)) or by phone (503.206.8754).

*All qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin. ATNI-EDC reserves the right to observe Tribal preference as a standard hiring practice, as part of our mission is to promote and provide employment opportunities for Indian People of ATNI Member Tribes.*