



Warm Springs Community Action Team (WSCAT)

Job Position: Executive Director

Level/Salary Range: Level 1 (Organizational Leadership)/Starting at \$85,000, higher DOE

Supervisor: Works under the immediate supervision of the Board of Directors of WSCAT, a 501(c)3 corporation.

Status: Full time @ 40 hours per week; Exempt (not eligible for overtime), with full benefits

Position Summary:

In alignment with WSCAT's mission and vision, the Executive Director serves as the chief executive officer, responsible for day-to-day operations, organizational leadership, and long-term strategy. The Executive Director fosters a collaborative and inclusive culture focused on accountability, high performance, and a shared commitment to community development.

ESSENTIAL JOB FUNCTIONS:

Organizational Leadership & Strategy:

- Leads all daily operations and administration of the organization.
- Develops and implements strategic plans that reflect community needs and WSCAT's goals.
- Partners with the Board of Directors to align programs and policies with organizational priorities.
- Represents WSCAT as its chief spokesperson in media and public forums.
- Facilitates Board meetings and prepares regular reports.
- Maintains accurate records, including Board minutes and organizational policies.
- Partners with the Board of Directors to ensure effective governance, legal compliance, and alignment with strategic goals. Supports Board development, training, and evaluation efforts.
- Oversees organizational technology infrastructure, ensuring secure, effective systems for data management, communication, and operations.

Program & Partnership Development:

- Designs and manages programs in collaboration with staff and community stakeholders.
- Establishes benchmarks, tracks outcomes, and reports progress to partners and stakeholders.
- Builds strong partnerships with nonprofits, universities, foundations, and government agencies to advance regional economic development and entrepreneurship.
- Oversees data collection and evaluation to ensure program effectiveness and relevance.

Financial Oversight:

- Oversees financial management in partnership with the finance director and bookkeeper.
- Ensures compliance with Generally Accepted Accounting Principles (GAAP).
- Provides oversight for audits, financial reviews, and all required financial reporting.

Executive Director Job Description – Revised May 2025

- Ensures timely and accurate financial and program reports are submitted to funders and Board.
- Ensures compliance with all applicable laws, regulations, and reporting requirements. Identifies and manages organizational risks and implements mitigation strategies.

Human Resources & Team Management:

- Hires, supervises, and evaluates staff; assigns roles and ensures project timelines are met.
- Implements HR systems and ensures equitable workplace policies are upheld.
- Encourages open communication, respectful conflict resolution, and a healthy, safe work environment.
- Promotes fairness, emotional well-being, and staff retention through mentorship and support.

Staff Development & Culture:

- Ensures onboarding reflects WSCAT’s mission, vision, and strategic direction.
- Provides training, mentorship, and leadership development aligned with both organizational and personal growth goals.
- Encourages collaboration, professional development, and cross-training to build internal capacity.
- Fosters a culture of inclusion, shared purpose, and strong internal communication.
- Champions equity, cultural competence, and inclusion throughout the organization and ensures programs are responsive to the tribal community’s cultural values and needs.

Resource Development & Fundraising:

- Leads fundraising efforts including writing grant proposals to federal, state, local, and private funders.
- Raises funds for programs and capital projects.
- Maintains donor relationships and communication.
- Oversees donor and grant management systems.
- Secures in-kind contributions and pro-bono support to strengthen organizational sustainability.
- Cultivates relationships with philanthropic leaders to ensure long-term financial stability.

Communications & Public Engagement:

- Manages outreach and communications through social media, newsletters, email, direct mail, and the website.
- Ensures consistent and effective messaging to clients, donors, and stakeholders.
- Serves as a key ambassador for WSCAT, strengthening its visibility and impact in the community.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Location: WSCAT offices and all other WSCAT associated locations. Some travel may be required.

Education, Experience, and Licenses

- 5+ years of supervisory experience, including at least 3 years in a managerial role.

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- Bachelor's degree or equivalent work and education experience required. Degree in non-profit management, community development, or a related field, or a combination of equivalent work and education experience preferred.

Knowledge and Skills

- Experience with or willingness to learn Google Drive and Google Calendars, Microsoft Office, Windows Operating System, Monday.com, Canva, Bloomerang, Selected Mobile Device Apps.
- Exceptional organizational skills with the ability to lead projects, work independently, and think strategically.
- Ability to supervise up to five staff on a daily basis.
- Financial and budget management, knowledge of QuickBooks preferred.

Standards and Expectations

- Demonstrate respect and sensitivity for cultural differences, experience working in Native communities preferred.
- Ability to meet tight deadlines and work well under pressure.
- Flexible and adaptable to change and able to adjust strategies as needed.
- Ability to respond to crises and mediate conflicts to create a supportive work environment.
- Exercise good judgement and show high emotional intelligence to be able to navigate challenging and sensitive issues.
- Conduct oneself appropriately and professionally.
- Maintain strict adherence to the Health Insurance Portability and Accountability Act (HIPAA) standards and laws.
- Be able to pass a criminal background check.
- Strong desire to serve the community in support of WSCAT mission.

Work Environment

- Staff are expected to be in the office regularly. Telework may be required if necessitated by pandemic, infrastructure issues, or other concerns.

Physical Demands

- The employee may be required to lift and/or move up to 10lbs and occasionally lift and/or support up to 50lbs.
- While performing this job, the employee is frequently required to stand, walk, talk, and hear. The employee is regularly required to sit, and to use hands to handle/feel objects. The employee is occasionally required to reach with hands and arms, to taste or smell, to climb or balance, to stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Employment at Will

- Nothing in this job description alters the at-will nature of the employment relationship in any way.
- Either the employee or WSCAT may terminate employment at any time with or without notice or cause.