



## NATIVE AMERICAN FISH AND WILDLIFE SOCIETY

### POSITION VACANCY - EXECUTIVE DIRECTOR

The Native American Fish and Wildlife Society is seeking qualified applicants to fill a vacant Executive Director position. Please contact either Karen Lynch ([klynch@nafws.org](mailto:klynch@nafws.org)) or Don Reiter ([djreiter@mitw.org](mailto:djreiter@mitw.org)) for questions about this announcement.

Position: Executive Director  
Employer: Native American Fish and Wildlife Society  
Location: Denver, CO  
Salary: \$70,000 per year + paid leave and insurance  
Posted: July 23<sup>rd</sup>, 2018  
Closes: August 27<sup>th</sup>, 2018  
Degree: Bachelors  
Experience: Management  
Major Duties: See link for full announcement  
Applications: Application packages can be sent by mail or email. Send cover letter, resume and writing sample (<10 pages) to the following:

Attn: Karen Lynch  
Native American Fish and Wildlife Society  
8515 Pearl St., Ste 203  
Thornton, CO 80229  
[klynch@nafws.org](mailto:klynch@nafws.org)

#### INTRODUCTION

The Executive Director (Director) of the Native American Fish and Wildlife Society (Society) serves as the Chief Administrator for the Society under the guidance and direction of the Board of Directors (which consists of 14 Directors from the seven regions of the Society). The Director is expected to work with all Native American Tribes, Native Alaskan Villages and Corporations and Native peoples for the purpose of providing a national communications network to exchange information, management techniques and provide training related to Tribal fish and wildlife resource programs.

The Director will develop grants, cooperative agreements, and contracts with government agencies or private organizations for the purpose of obtaining funds to support Society operations. A working knowledge of grant and contract procedures and policies is necessary.

The Director is also responsible for the direct supervision of Society staff, including its Education/Membership Coordinator, Technical Editor, and other support or contracted staff and Society consultants.

The Director will be responsible for conducting business in a manner that coincides with the Society Constitution and Bylaws, Strategic Plan, Guide to Personnel Management and applicable regulations, policies, and procedures.

The Director will frequently be working with Native American tribes, Alaskan Villages and Tribal members, and with federal agencies within the U.S. Department of Interior and U.S. Department of Agriculture. Prior experience in working with Native organizations and people and federal agencies is preferred.

The Director will frequently be involved in situations that are very complex and highly sensitive, and is expected to conduct himself/herself in a professional manner at all times.

This position requires a professional working knowledge in the field of natural resources, particularly fisheries and wildlife conservation and management. It will also require the individual to work with all interest groups affiliated with the management of this nation's fish and wildlife resources.

#### DUTIES

- Serves as Executive Director for the Native American Fish and Wildlife Society and is responsible for the planning and organization of the Society's day-to-day operations including services, communications, staffing, fund-raising, budgeting, and reporting.
- Develops and implements Society business under the direction of the Board of Directors , and under supervision of the President of the Board of Directors.
- Develops and implements annual operational plans based on Society priorities, operational needs, and fiscal requirements.
- Supervises full-time, part-time, and contracted Society staff which includes but is not limited to: Education/Membership Coordinator, Technical Editor; and support or contracted staff.
- Ensures implementation of all Society policies, procedures, and performance standards by all staff members.
- Coordinates Society functions with all interested Tribal, Federal, State governments and private organizations.
- Develops cooperative agreements, grants or contracts with Federal departments/agencies and completes required reporting and submission of financial statements in a timely and professional manner.
- Promotes Tribal interests in the field of fish and wildlife resource management, predicated on the goals and objectives of the Society.
- Cooperates with other professional organizations involved in fish and wildlife resource management.

- Promotes working relationships with the Native peoples of North America.
- Promotes membership with the Society including: individuals, Tribal Governments, and other interested organizations.
- Reviews and compiles all special projects submitted to the Society by Tribal programs for support and technical assistance.
- Maintains sufficient flexibility to respond to unplanned assignments where Society expertise is sought or as directed by the Board of Directors.
- Advocates on behalf of Society and its members on legislation affecting Tribal natural resources, including fisheries and wildlife, pending before Congress or State legislatures.

## FACTORS

Knowledge required by the position:

- Education: a Bachelor's Degree in biology or fish and wildlife resource management or related natural resources field. Applicant must demonstrate an understanding of the concepts and practices involved in the management of fish and wildlife resources.

Experience: 3 years' experience managing a natural resources program or project that includes supervision of at least 5 staff.

Effective communication skills. The applicant must demonstrate the ability to communicate effectively both orally and in writing.

Indian/Native Alaskan employment preference. As provided in the Society Guide to Personnel Management and as authorized by federal law, the Society will provide an employment preference to applicants who are enrolled members of a federally recognized Indian tribe or an Alaskan village. An applicant shall only receive this employment preference if they demonstrate the education and experience qualifications set forth herein.

- Working knowledge of Tribal and federal governments, Tribal treaties, agreements, laws, policies, and sensitive issues associated with the management of fish and wildlife resources.
- Knowledge of federal grant and contract procedures and policies.
- Skill in supervision of technical and administrative personnel with the ability to give them proper guidance and direction.
- Strong interpersonal skills and ability to work effectively with a variety of people with authority to make decisions covering a wide range of fish and wildlife programs.

- Applicant also will need experience pursuing non-traditional funding sources (i.e., private foundations).
- Applicants shall demonstrate their ability to deal effectively with personnel from all levels of Tribal, Federal, and State governments, academia, special interest groups and the general public.
- Must possess the ability to read, analyze and interpret common policy and technical documents, financial reports, and legal documents effectively and present information to the Board of Directors and Society membership.

#### SUPERVISION

- The applicant is under the direct supervision of the President of the Society Board of Directors.

#### COMPLEXITY

- Applicant's tasks involve working with and through many different groups with a wide diversity of interests to achieve the overall mission and goals of the Society.
- Applicant must be able to work effectively with the Society membership and assist them with issues or concern
- Applicant will be involved in issues that are highly sensitive in nature and must have the ability to understand and mediate the issue in a professional manner
- All duties and actions of the applicant must be carried out in a manner that maintains harmonious working relations with the various interest groups.

#### PERSONAL CONTACTS

- Internal contact with Society membership, staff and Board of Directors occurs on a regular basis. External contacts are established with Tribal agency staff and political leaders; federal, state and non-profit representatives; funders and grant administrators; and contractors in order to facilitate and promote the mission of the Society

#### PHYSICAL DEMANDS

- This position requires a significant amount of travel which can be very demanding and may need to occur on short notice. This may require regular and recurring exposure to moderate risks associated with travel. Some discomfort may be encountered when exposed to extremes of heat, cold, or inclement weather. The majority of work time will be spent in an office environment and includes standard demands associated with this setting.

#### WORK ENVIRONMENT

- The Director's duty station will be located at the Society's main office in the Denver area. The majority of work is performed in an office setting. Field work usually consists of travel to various regions or metropolitan areas for meetings and presentations.