

**The Stillaguamish Tribe of Indians
Arlington, Washington
Executive Director
Spring 2018**

The Stillaguamish Tribe of Indians is seeking a skilled, seasoned and people-first administrator for the position of Executive Director. The position is located in Arlington, Washington in the beautiful Pacific Northwest.

About The Region

The City of Arlington is located in northern Snohomish County approximately 10 miles north of Everett and 40 miles north of Seattle, and is half way between Seattle and Vancouver, British Columbia. Arlington is situated at the forks of the Stillaguamish River, bordered by the Cascade Mountains to the east and the Puget Sound and Olympic Mountains to the west. For more information about the region, visit <https://vimeo.com/143888107> or <http://www.snohomish.org/>.

About the Stillaguamish Tribe of Indians

Many centuries ago, long before the area was settled, long before forests and grasslands were replaced with asphalt, our ancestors celebrated the journey of life and lived from the resources this land provides. As children played and learned about nature, adults would hunt, fish, and hand craft items for daily survival. Festively, they would periodically gather to celebrate and give thanks for all they had. We, their descendants, still reverently celebrate the rich culture and history that is ours. The Stillaguamish Tribe Of Indians, with over 300 members, is a sovereign, federally recognized native tribe committed to serving our members, preserving our culture, and continuing the stewardship of our native lands.

The **Stillaguamish Tribe's trust lands** are located in Snohomish County, Washington. The Tribe was granted a 64-acre (26 ha) reservation by the federal government in 2014, which includes the [Angel of the Winds Casino Resort](#), currently under expansion.^[5]

The Tribe's constitution, approved by the Tribal council on January 31, 1953, provides for the administration responsibilities of Tribal government to be handled by the popularly elected six-member Stillaguamish Tribal Council. The Tribal Council is composed of a Chairman, a Vice Chairman, a Secretary, a Treasurer, and two Members. In addition to the traditional administrative departments, the Tribal government and enterprises also include the following: Cultural Resources, Education, Daycare, Tribal Court, Elders Services, Enrollment, North Intertribal Vocational Rehabilitation Program, Natural Resources, Housing, Family Resources, Health Services (including methadone clinic and behavioral health), Transportation, Police, Wellness Clinic, Massage, Legal, Tribal Gaming Administration, Taxation, Tobacco & Fuel, Planning/Lands, ICW, Grants, Business Development and Outdoor Media.

Role

Under the direction of the Stillaguamish Board of Directors, the Executive Director (ED) is responsible for articulating the policies and strategic vision of the Board to the Tribe's organizational components. This includes planning, organizing, coordinating and managing program support as well as facilitating and assisting in the development of

departmental goals, objectives and budgets. The position supervises departmental Directors and Managers and is responsible for supporting tribal programs to ensure timely, consistent and effective execution of these functions. The ED and the Chief Operating Officer (COO) have authority and responsibility to implement the legislative actions and annual budgets as approved and directed by the Board of Directors, and the ED will represent the Tribe with external partners and stakeholders in local, state and federal sectors.

Key Responsibilities

Reporting directly to Tribal Council, the Executive Director will:

- Plan and execute the goals and objectives identified by the Tribal Council.
- Confer with Tribal Council and others on various operating, planning, financial and administrative matters, ensuring open communication among all staff.
- Attend regularly scheduled Tribal Council Meetings to interface and build relationships with citizenry, to support staff presentations, and to share updated programmatic, grant, or services information as necessary.
- Work collaboratively with senior leadership staff in both the fiscal and operations areas to forecast, plan and prepare the annual budget and oversee Tribal operations, including the development of Tribal programs, plans, and budgets to ensure resources are aligned with the strategic plan, and all Tribal assets and resources are safeguarded through financial and management best practices.
- Coordinate effort to update and standardize job responsibilities, policies and procedures, creating accountability and optimal organizational efficiency.
- Work with all staff to increase efficiencies, streamline operations and improve processes, and proficiently modify or change methodology as required to meet identified project/program goals and objectives.
- Ensure all applicable laws, regulations and protocols are observed in all matters at the federal, state, local and Tribal levels.
- Other duties as required by Council.

Desirable Qualifications

Competitive candidates will meet or exceed the following criteria:

- Graduate degree in Public or Business Administration; extensive and senior-level experience may substitute for education.
- 15+ years' demonstrably successful experience in executive management in the Tribal sector, including administrative and supervisory responsibility of staff over 30.
- Strong familiarity with all aspects of senior management including but not limited to
 - Finance, forecasting and budgeting, with oversight experience of budgets over \$150M.
 - Experience overseeing governmental operations.
 - Demonstrated expertise with all matters pertaining to personnel management including creating and implementing SOPs.
 - Strong familiarity with legislative and regulatory environments, and up to date knowledge of current laws, regulations and trends.
 - Knowledge of complex funding mechanisms and opportunities in Indian Country.

- Proven track record of strong and positive intergovernmental relationships.
- Excellent communication skills, both written and oral and strong listening skills.
- Training and demonstrable experience in areas including: staff assessment/development, mentoring, facilitation, conflict resolution, and team building.
- Proven ability to work effectively with people at all levels of the organizational chart, with a patient, collaborative, transparent and mission-focused management style.
- Track record of creating effective working relationships with elected officials, boards or commissions, and demonstrated ability to translate vision into action plans.
- Familiarity with the juncture between economic development and government operations.
- Awareness of, and personal respect for cultural traditions in Tribal settings.

Compensation

Annual compensation for this position is \$133K DOQ. Tribal employment includes a generous health care package, retirement, and paid vacation and holiday benefits.

[Valid state driver's license (or ability to get one) and successful drug test are prerequisites for employment.]

How to Apply

The recruitment will remain open until **May 23, 2018**, though it will be to the applicant's advantage to apply expeditiously. *Only individuals that meet the desirable qualifications will be contacted by the recruiter.* Applicants should email a letter of interest and a current chronological resume to:

Judith Brighton
(360) 280-5936
EM: judithb@whitenergroupp.com

Qualified Native American candidates will be given preference.