



NATIVE AMERICAN FISH AND WILDLIFE SOCIETY

POSITION VACANCY – DEPUTY EXECUTIVE DIRECTOR

The Native American Fish and Wildlife Society is seeking qualified applicants to fill a vacant Deputy Executive Director position. Please contact Julie Thorstenson, PhD at JThor@nafws.org for questions about this announcement.

Position: Deputy Executive Director
Employer: Native American Fish and Wildlife Society
Location: REMOTE
Salary: \$85,000-\$100,000 - DOE
Posted: December 11, 2023
Closes: Open until filled, application reviews will begin January 3, 2024
Degree: Bachelors required, Masters Preferred
Experience: Management, Tribal and federal government, financial/grant management, supervision
Major Duties: See link for full announcement
Applications: To apply, submit a resume, cover letter, 3 professional references, BIA Form 4432 (if claiming Indian Preference) and transcripts to: Julie Thorstenson at JThor@nafws.org

INTRODUCTION

The Deputy Executive Director (Deputy) serves as a trusted advisor under the direct supervision of the Executive Director (ED) to advance the mission of the Native American Fish and Wildlife Society (NAFWS) by providing leadership, strategic direction, guidance and supervision. This is a supervisory position.

The Deputy will be responsible for conducting business in a manner that coincides with the Articles of Incorporation, Strategic Plan, Code of Ethics and other regulations, policies, and procedures of NAFWS.

The Deputy will frequently be involved in situations that are very complex and highly sensitive and is expected to conduct themselves in a professional manner at all times, and to seek guidance and direction on issues from the NAFWS Executive Director.

DUTIES

Primary duties include:

- The Deputy is responsible for direct supervision of NAFWS staff and other support or contracted staff and consultants.
- Responsible for daily operations-level functions related to human resources, technical assistance, program delivery and membership services.

- Ensures implementation of all NAFWS policies, procedures, and performance standards by all staff members.
- Provides independent leadership for NAFWS programs and supervision for staff to complete goals and objectives.
- Provides project management oversight including development, compliance (includes financial), monitoring and reporting.
- Facilitates the NAFWS priorities, enabling the NAFWS to work effectively with internal and external stakeholders.
- Works with the ED to plan, providing information and deliverables to help the ED be more productive and effective, and to request advice on how to move the projects the staff is working on forward.
- Attends meetings and calls on behalf of the ED as requested with an ability to represent and communicate objectives and priorities of NAFWS to internal and external entities
- Cooperates with other professional organizations involved in fish and wildlife resource management.
- Promotes membership with the NAFWS including: individuals, Tribal Governments, and other interested organizations.
- Other duties as assigned

KNOWLEDGE/SKILLS/ABILITIES:

- Bachelor's Degree in biology or fish and wildlife resource management, related natural resources field or business management related field required, Masters Degree preferred. Applicant must demonstrate an understanding of the concepts and practices involved in the management of fish and wildlife resources.
 - Required Experience: 5-7 years management experience that includes supervision of at least 5 staff.
 - Specialized Experience: Project management experience, including financial required. Self-determination contract/grant experience preferred.
 - Prior experience in working with Native organizations and people and federal agencies required.
 - Specialized Knowledge: Knowledge of human resources and tribal fish and wildlife issues.
- Working knowledge of Tribal governments, treaties, agreements, policies and sensitive issues associated with the management of fish and wildlife resources.
- Knowledge of federal grant and contract procedures and policies.
- Effective communication skills. The applicant must demonstrate the ability to communicate effectively both orally and in writing.
- 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 must be able to work in a fast-paced environment and make decisions independently.
- A strong candidate will be organized, results driven and mission oriented.

SUPERVISION RECEIVED

- The applicant is under the direct supervision of the NAFWS Executive Director.

SUPERVISORY RESPONSIBILITIES

- This is a supervisor position with primary supervisory responsibility for NAFWS staff designated by the Executive Director.

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 NAFWS.
- Applicant must be able to work effectively with the NAFWS membership and assist them with issues or concerns
- 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 NAFWS membership, staff and Board of Directors occurs on a regular basis. Other contacts with various Tribal, federal and state agencies and nongovernmental organizations will be on a frequent basis.

PHYSICAL DEMANDS

- This position requires a significant amount of travel which can be very demanding. The majority of work time will be spent in an office environment and includes standard demands associated with this setting. Minimal lifting of office equipment, supplies and other work office environment items may be required. A minimum of 20 pounds may be required to be lifted. The incumbent must demonstrate flexibility and self-motivation. The incumbent must be able to perform physical activities associated with fisheries and wildlife activities.

WORK ENVIRONMENT

- The Deputy's duty station will be remote. The majority of work is performed in an office setting. Field work usually consists of travel (up to 20%) to various regions or metropolitan areas for meetings and presentations. Some discomfort may be encountered when exposed to extremes of heat, cold or inclement weather.

EMPLOYMENT REQUIREMENTS

The Native American Fish and Wildlife Society is an Equal Opportunity Employer and does not discriminate in any personnel practice. As provided in federal law, the NAFWS does provide employment preferences for Native Americans and veterans of U.S. Armed Services.

Incumbent will be subject to a pre-employment background check and reference checks. Must possess a valid Driver's license.

Will be required to serve a 90-day probation period.