The Minnesota Chippewa Tribe

Job Announcement

Title: Executive Director
Status: Regular Full-Time
Location: Cass Lake, MN
Pay: DOQ, Full Fringe Benefits
Deadline: Open Until Filled

PRIMARY FUNCTION

Reporting to the President of the Minnesota Chippewa Tribe, the Executive Director is responsible for implementing the policies, procedures, and actions as set forth by the Tribal Executive Committee, and for administering the day-to-day activities of the Minnesota Chippewa Tribe.

DUTIES AND RESPONSIBILITIES

1. Implement policies, procedures, and actions as set forth by the Tribal Executive Committee.
2. Provide counsel, guidance, and assistance in the operation and promotion of the business of the Tribe. Counsel and assistance shall be directed toward, but not necessarily limited to, Personnel Policies and Practices, Organization, Workload, Development of Goals and Objectives, and Contracting and Procurement.
3. Manage and develop programs and business of the Tribe, submitting budgets to the Tribe for approval, and seeing that all activity is administered within approved budgets and regulatory guidelines.
4. Analyses program operating practices such as record keeping, systems, forms control, personnel and budgetary requirements, and performance standards to create new systems or revise established procedures.
5. Develop and recommend long-range goals and short-range objectives, policies, and plans designed to produce the most efficient and profitable results attainable.
6. Recommend and implement a strong system of personnel policies and procedures.
7. Develop and maintain an accounting system consistent with accepted business practices.
8. Secure and manage contracts from Federal, State, and Local Governments and from private sources.
9. Procure necessary supplies, materials, and equipment to promote the business of the Tribe.
10. Written quarterly report to Tribal Executive Committee.
11. Other duties assigned by the Tribal President, or the Tribal Executive Committee.
SUPERVISORY RESPONSIBILITIES

The Executive Director is responsible for the direct supervision of the Executive Assistant—Administration, Human Services Director, Finance Corporation Director, Director of Administration, EPA/GAP Coordinator, Accounting Manager, Johnson O’Malley Coordinator, as well as for the overall supervision and direction of all Tribal staff. Supervisory responsibilities include but are not limited to: new employee orientation and training, setting performance standards, assigning work, and monitoring work quality; conducting performance appraisals; enforcing personnel policies, work rules, and internal procedures; effective deployment of telework options; administering motivational techniques and discipline as needed; providing written documentation of employee performance; and notifying employees of changes in employment status; addressing complaints and resolving problems. Ability to maintain services when a director is absent, carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws.

QUALIFICATIONS:

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 functions.

EDUCATION AND/OR EXPERIENCE:

Minimum of an Associate degree (A.A.) or equivalent from two-year college or technical school; plus, seven or more years of management/ supervisory experience.

REQUIRED KNOWLEDGE AND EXPERIENCE

1. Must have the ability to provide overall leadership, direction, and management for the Minnesota Chippewa Tribe.
2. Results-oriented, strategic thinker and planner.
3. Significant management experience or experience in an executive position.
4. Ability to perform at a high level for decision making, planning, and organizational and personnel management.
5. Business and program management skills, including financial management, staff supervision, and organizational skills. Public speaking skills must be able to testify in front of committees at local, state, Tribal and national levels.
6. Language Skills: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
7. Ability to effectively present information and respond to questions from various groups, tribal leaders, tribal councils, and tribal members. Ability to use good judgment and tact when dealing with sensitive issues or the public, or press.
8. Must have knowledge and understanding of the status of the Minnesota Chippewa Tribe as a federally recognized Tribe, as well as knowledge of Tribal sovereignty and government to government relationships.
9. Must have a valid driver’s license, current auto insurance, and the use of a privately owned vehicle for business purposes.
10. Must maintain confidentiality.
PERSONAL CONTACTS

Contacts are made with all levels of professional and support staff within the Minnesota Chippewa Tribe and its six member reservations. Contact is also made with Tribal, Federal, State, and local officials, funding agency officials, Tribal members, business leaders, and other professionals.

WORK ENVIRONMENT HYBRID: TELEWORK & OFFICE

A qualified candidate, Minnesota Chippewa tribe member, can work from any reservation location and be a hybrid of telework from their reservation and work from the Office in Cass Lake. The responsibilities of this position will have additional considerations to be onsite at the Minnesota Chippewa Tribe Office in Cass Lake, Minnesota.

PHYSICAL REQUIREMENTS

The work is primarily sedentary but does require physical exertion to fulfill office responsibilities.

TRAVEL REQUIREMENTS

Travel is required to attend meetings of the Tribal Executive Committee, the Legislative Subcommittee, and other subcommittee or advisory committee meetings as appropriate. Travel is also required to visit reservation offices, to attend training sessions, or to attend Tribal, State, or Federal meetings as required.

INFORMATION TECHNOLOGY

Ability to utilize technology to accomplish the Tribal Executive Committees expectations and responsibilities of the position. Understanding and use of ZOOM, TEAMS, WEBEX or other platforms to set up, coordinate or host virtual meetings.

Send cover letter with resume and list of professional references to:

Jane Rea-Bruce, Executive Assistant. The Minnesota Chippewa Tribe
P.O. Box 217, Cass Lake, MN 56633
EEO-American Indian Preference