



# JOB ANNOUNCEMENT

<b>POSITION:</b>	<b>Executive Director</b>	<b>CLOSING DATE:</b>	October 1, 2018
<b>WORKSITE:</b>	<b>American Indian Center of Arkansas</b> 1100 N. University, Suite 143 Little Rock, AR 72207-6344	<b>STARTING SALARY:</b>	Negotiable
		<b>CONTACT PERSON:</b>	Carl Robinson Suzanne Hirrel

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**RESPONSIBILITIES:** The Executive Director will manage the organization's planning, programs, personnel, finances, compliance, and relationships with its collaborators and supporters, and to provide thorough support to the center's board of thirteen volunteer directors. The American Indian Center of Arkansas (AICA) founded in 1977, is a 501 (c) 3 non-profit organization. Our primary mission is to establish a unified, flexible, accountable workforce training system for Indians, and Native Americans, Alaska Natives, and Native Hawaiians in Arkansas, implemented through the collaboration of business, industry, labor, and citizens, and characterized by accessible and responsible one-step career development networks. The center operates three U.S. Department of Labor, Employment and Training Administration programs: a Workforce Innovations and Opportunity Act, Section 166, Indian and Native American Program, a Workforce Innovations Fund; and a Senior Community Service Employment Program. The Executive Director supervises and controls all strategic and business aspects of the organization. Is the first in command in the organization and responsible for giving the proper strategic direction as well as creating a vision for success. As principal executive officer of the American Indian Center of Arkansas organization, this position directs and coordinates the operations of the AICA to ensure established goals and objectives are met, regulatory requirements are complied with, resources are utilized efficiently and effectively, and the needs of the clientele are being met. Works with the Board of Directors to formulate, implement, and maintain AICA overall organizational policy.

## Principal Duties:

- Develop high quality business strategies and plans ensuring their alignment with short-term and long-term objectives.
- Lead and motivate subordinates to advance employee engagement. Develop a high performing managerial team.
- Oversee all operations and business activities to ensure they produce the desired results and are consistent with the overall strategy and mission.
- Enforce adherence to legal guidelines and in-house policies to maintain the organizations legality and business ethics.
- Review financial and non-financial reports to devise solutions or improvements.
- Responsible for the overall efficient, effective, and financially sound management of all aspects of organizational operations.

- Develop and maintain systems to accurately monitor AICA business activities. Includes efficient utilization of all resources, compliance with regulatory requirements and tribal community satisfaction of all services provided.
- Analyze problematic situations and occurrences and provide solutions to ensure company survival and growth and compliance.
- Maintain a deep knowledge of grant management and oversight.
- Negotiates contracts or agreements with federal, state, or local private persons or corporate bodies and submits them to the Board of Directors for approval.

**REQUIREMENTS:**

Requires a bachelor degree in business administration or related field. Strongly prefer an MBA. Proven experience as Chief Executive Officer or Executive Director in other managerial position. Desired: Prefer five to seven years of experience in an executive director management capacity, preferably within mid to large size organizations. Demonstrated experience working effectively with or for Tribal Nations and/or American Indian/Alaska Native organizations and/or not-for-profit agencies. Demonstrated proficiency with MS Office or Mac, financial software, email, social networks.

**Individual must possess:**

- \*Experience in developing organizational strategies and implementing long-term vision.
- \*Strong understanding of 501c3 finance and performance management principles.
- \*Familiarity with diverse operation functions such as, finance, grant management, and employee engagement.
- \*In-depth knowledge of corporate governance and general management best practices.
- \*An entrepreneurial mindset with outstanding organizational and leadership skills.
- \*Analytical abilities and problem-solving skills. \*Excellent communication and public speaking skills.
- \*Valid driver’s license, reliable transportation with adequate insurance and ability to travel.

**Office headquartered in Little Rock, Arkansas.** This is a full time exempt position working Mon-Fri, with a competitive compensation package and excellent benefits, including: Annual/Personal Leave and Holiday Pay; Medical Savings Plan, and retirement.

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**TO APPLY:** Apply to the Executive Director Search Committee. Send an email to [AICAresumes@gmail.com](mailto:AICAresumes@gmail.com) with a cover letter, resume, and three references (must include their name, addresses, telephone number, and email address).

Qualified Indians will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (24 U.S.C.450, et seq.) and other relevant laws.

Priority of service to all veterans and eligible spouses will be given preference in employment in accordance with TEGL 10-09.

In accordance with the Immigration Reform and Control Act of 1986, the individual selected will be required to provide employment eligibility verification to prove eligibility to work in the United States prior to employment.

**Only the most qualified candidates will be contacted for an interview. Background and credit check will be required prior to interview. Pre-employment drug screen is required.**

The email deadline for submitting an application is **October 1, 2018**. In early October, the search committee will review applications and select several candidates to interview in **late October and early November 2018**. The committee plans to offer the position to a candidate by **November 2018** with an expected start date of **December 2, 2018**.