

# **Executive Director Region 10 Tribal Operations Committee Consortium dba WOIA**

## **Introduction**

The Region 10 Tribal Operations Committee Consortium (WOIA) is seeking a personable and driven individual to become our organization's next Executive Director. WOIA is a 501(c)(3) Non-Profit organization formed in 2021 and established in the State of Washington. The organization has no brick-and-mortar presence with 100% of our employees reporting to work remotely from home offices. The organization's board is comprised of Tribal members and/or Tribal employees, each with a letter of support from their tribe endorsing their participation in the organization which serves 271 Federally recognized tribes in the Pacific Northwest and Alaska. We serve our population through two primary programs: Administering the grants for the EPA Region 10 Tribal Operations Committee (RTOC) and for the annual EPA Region 10 Tribal Environmental Leaders Summit (TELS). Our organization is in its formative years and the incoming Executive Director will be expected to seek additional funding to offer more programs, to launch donorship opportunities, seek foundation funding and generally diversify the organization's funding sources. An immediate task will be to lead the Board in completing its first Strategic Plan as a 501(c)(3) organization and to create a branding campaign, promoting the organization under its DBA name, WOIA.

## **Duties**

- **Fundraising/Grant Oversight** – In collaboration with the Board of Directors, leads fundraising planning, strategies, and execution, including foundation, government, and individual giving. Responsible for funder research, including grant opportunities, coordination of donor cultivation, and solicitations. Assists the Board in building fundraising capacity. Ensures participation in grant opportunities, which may include writing and/overseeing grant proposal work.
- **Virtual Operations** – Provides management oversight of virtual operations, maintenance, and related personnel. Coordinates routine maintenance of dynamic online presence and virtual collaborative atmosphere.
- **Strategic Planning** – In conjunction with the Board of Directors, develops the WOIA strategic plan, and in collaboration with staff and other appropriate personnel, develops and implements annual goals, action plans, and updates as needed to ensure effective execution and results.
- **Advocacy** – Serves as chief spokesperson for WOIA; enhances the organization's image by being active and visible with tribes in AK, ID, OR and WA, as well as in the National tribal environmental arena. Establishing relationships with individuals and organizations of influence, including funders, partner agencies, and volunteers who can support the expansion of more affordable and accessible programming.
- **Program Development and Management** – Develops, implements, and supervises personnel in ensuring a robust schedule of programs that furthers the WOIA mission, vision, and strategic plan.

## Executive Director Job Announcement, FINAL Dec 16, 2024

- **Fiscal Management** – Develops and oversees monthly fiscal reports. Develops and presents an annual budget for Board approval. Oversees the management of all funds, consistent with the WOIA accounting system, policies and procedures.
- **Marketing and Communications** – Oversees marketing and communications programs to increase the visibility of and accessibility to WOIA in the wider region and to ensure that donors, tribes, and the public are informed about the organization’s programs and activities. Ensures consistent branding and messaging in marketing and communications.
- **Tribal Outreach** – Ensures a vigorous and engaging tribal outreach program; developing strategies to address and increase environmental management capacity building in tribes aligned with Tribal Sovereignty.
- **Staff Leadership and Human Resources Management** – Provides vision, motivation, and professional development for all personnel; hires, supervises, and evaluates staff and contractors; coordinates work of volunteers and contractors. Ensures a positive, healthy work culture, including compliance with all workplace policies and procedures.
- Other responsibilities as assigned by the Board of Directors.

### Preferred Qualifications

- Bachelor’s degree, or master’s degree preferred. May substitute formal education with three or more years of nonprofit and/or tribal management experience.
- A history of success in:
  - Fundraising and generating new revenue streams
  - Improving financial results
  - Organizational growth
  - Federal and state 501c3 business operations compliance and familiarity with state tax and employment laws for Washington, Oregon, Idaho and Alaska
  - Cultivating relationships with Tribes and Alaska Native Villages
- We reserve the right to provide Tribal preference in hiring
- Experience in management of organizations with 100% remote, inter-state employees.

### Skills

- Good communication
- Problem-solving
- Leadership
- Time management
- Decision-making
- Prioritization and delegation

### Working Conditions & Salary

Although our organization is 100% remote, it encompasses a vast tribal community that spans four states and 271 Federally Recognized Tribes. Therefore, a portion of our events and programs require meetings and gatherings with Tribal leaders in physical spaces within our region. Work hours will vary, and the Executive Director may work evenings and/or weekends to accommodate meetings, classes, and attend public events to accommodate multiple time zones

## Executive Director Job Announcement, FINAL Dec 16, 2024

and travel. There may be flexibility in hours for remote work, however most work can be accomplished in the traditional work hours between 8am and 5 pm.

The Executive Director is a full-time, salaried, exempt position with an anticipated annual salary range of between \$95,000 - \$125,000 with employer sponsored medical, dental, vision, life and accidental death and dismemberment insurance, phone and internet service through a local provider and a 401K matching contribution of 3% of salary. There are options for employee paid supplemental insurance coverage through Met Life. Salary decisions are based on several factors including qualifications for the role, funding availability, experience level and skill set. The organization currently has two other personnel under the supervision of the Executive Director: one part time Legal Research Assistant and one full-time salaried IGAP Program Director. The Executive Director is also the point of contact for existing Contractors.

**At WOIA, we believe that a diverse set of backgrounds and experiences make us stronger. If you do not have experience in all the areas detailed above, we hope that you will share how your unique background can be additive to our organization.**

### **To apply**

Please submit a **resume showing the last 10 years of experience**, or other relevant employment to the elements stated in this job description along **with 3 references**. In addition, please provide a **short answer to the following questions** (no more than one page, single spaced):

1. Please share your experience with the expectations stated in the introduction.
2. Of the duties listed, what are your three strongest assets and what is one area where you may need more support from the team?
3. To what extent do you meet the preferred qualifications?

Email your application materials to [employment@region10rtoc.net](mailto:employment@region10rtoc.net) subject: Your Name, Executive Director Application. Thank you for your interest in our organization.

### **Resources**

<https://r10tribalconsortium.org/>

<https://region10rtoc.net/>

<https://r10tels.com/>