

Wisdom of the Elders, Inc.
Executive Director Position Description
Hiring: Open Until Filled

Wisdom of the Elders, Inc. (Wisdom) is seeking applicants to fulfill the role of Executive Director. The Executive Director is responsible for overseeing the administration, programs and strategic plan of our organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

Summary of Organization:

Founded in 1993, Wisdom of the Elders, Inc. (Wisdom) records, preserves and shares oral history, cultural arts, language concepts, and traditional ecological knowledge of exemplary Native elders and scientists in collaboration with educational institutions, environmental organizations, and government agencies.

- A. **Discovering Yidong Xinag:** This Native youth leadership initiative is our primary project since 2012 and includes environmental assessment and habitat restoration service learning, career pathway planning and Native peer mentoring.
- B. **Wisdom Workforce Development:** Providing training and a job pipeline for Native workers completing environmental assessment and conservation service learning and work assignments in local natural areas in partnership with local agencies.
- C. **Multimedia productions and curriculum** includes documentary films and Wisdom of the Elders Radio Program, communicating Northwest tribes' responses to environmental and climate issues; **Discovering Our Story** culturally tailored multimedia health and wellness curriculum and career pathway planning, including monthly broadcasts on **Discovering Our Story Television Program**.
- D. **Public cultural events** include annual Northwest Indian Storytelling Festivals, emerging tribal storyteller's workshops and apprenticeships. Wisdom encourages, preserves and strengthens traditional storytelling among regional tribes; and shares tribal oral cultural arts with public audiences.

Essential internal leadership responsibilities:

❖ **Organizational Planning:**

Wisdom is seeking an individual to provide oversight on its three year strategic and sustainability plan (2016-2018), its goals and objectives and measurable outcomes

❖ **Human Resources:**

Supervise Wisdom staff and provide leadership, mentoring and career progression support; conduct semi-annual reviews; provide internal communications; and serve as an approachable sounding board

❖ **Administration:**

Identify best practices and improve internal systems and information technology with an eye toward future needs; work collaboratively with staff to oversee grants and contracts, including budgets, timelines, and funder reports; provide financial oversight and bookkeeping support; prepare monthly financial reports and prepare for Wisdom's first audit

External responsibilities will also include:

❖ **Fundraising**

Successful grant writing and contracts and sub-contracts to fund Wisdom programs and projects

❖ **Partnership communications:**

Build relationships and manage communications with partners and clients, including educational institutions, government agencies and environmental organizations

❖ **Thought leadership:**

Share in knowledge dissemination, reporting, and communications around relevant issues and emerging practices at conferences, professional associations, and other public venues

Qualifications:

The successful individual will have:

- A. Awareness and commitment to practice traditional Native American cultural values and their role in restoring individual lives, families and communities; and passion for Wisdom's mission and impact
- B. Demonstrated ability to build and maintain diverse collaborative relationships within the local, regional and/or national Native American non-profit community and other community stakeholders.
- C. Five or more years in a management position at a nonprofit organization, educational institution, and/or government agency with a proven track record delivering positive results
- D. Bachelor's or higher degree in a relevant field
- E. Success executing multiple tasks while responding to multiple priorities
- F. Ability to work and communicate with efficiency, flexibility, diplomacy, tact and humor
- G. Is self-disciplined about work responsibilities and responds with enthusiasm and imagination

Interested candidates can email a cover letter and resume to jocelyn@wisdomoftheelders.org. The position will be open until filled. For more information please visit www.wisdomoftheelders.org.