

# First Alaskans Institute

## POSITION DESCRIPTION Indigenous Operations Director

<b>Location:</b>	<b>First Alaskans Institute, Anchorage or Remote</b> <i>(in Alaska) (All Anchorage based employees are expected to work in office 3 days per week and remotely the remaining 2 days)</i>
<b>Reports to:</b>	<b>President/CEO</b>
<b>FTE / Wage:</b>	<b>1.0 Regular Full-Time Equivalent / Salary Range: \$85,000 - \$100,000 annually</b> , <i>While new hires typically do not begin at the highest salary range, the exact compensation will be based on relevant experience.</i>
<b>FSLA Designation:</b>	<b>Exempt</b>

### Core Purpose of this Role

The Indigenous Operations Director (IOD) provides visionary leadership and oversight of the management and daily operations of FAI and serves as an innovative and strategic catalyzer within FAI to continuously improve and Indigenize operations. Working closely with the leadership team, the IOD utilizes Native knowledge and values-based approaches to advancing FAI's operations. The IOD manages the day-to-day operations of FAI, including developing responsibilities for staff positions and a staffing plan, executing the hiring and onboarding of new employees, developing and mentoring staff, as well as ensuring the organization accomplishes tasks to meet its overall goals.

This is an excellent role for a detail-oriented person who thrives in Indigenous organizations, enjoys organizational change and management, is excited and passionate about FAI's work, and has a keen interest in the administrative and data functions and management of the organization. Critical to this position is a high level of efficiency, autonomy, and follow-through, while being able to effectively contribute to a dynamic team focused on advancing our Native community. The IOD has deep commitment to continuously striving to learn, incorporate and operationalize our Native ways into the management of FAI, along with having high expectations of innovation that will help to drive our organizational effectiveness.

This position requires adaptability and foresight to develop, manage, and implement innovative strategies that exemplify our Native peoples within a team that uplifts, supports, and utilizes our cultural and organizational values. Essential to this team approach are members who are the right fit and bring the capacity and experience that contribute to our ability to succeed in our work for and with our Native community.

All FAI staff members are expected to grow their understanding of and advocacy for our Native peoples, including addressing social justice issues that face our communities, intergenerational trauma and healing, and uplifting our relationships, cultures, and languages. It is imperative that candidates for any of FAI's staff positions be aware of and willing to do and be a part of this critical work.

### Duties and Responsibilities

- Maintains the personnel policies for FAI and provides recommendations as needed for alignment with organizational values, strategic priorities and evolving HR law;
- Oversees the evolution of FAI's hiring practices, job descriptions, and onboarding practices to ensure consistency with strategic mission and vision;
- Oversees the development of staffing plans, including building an Indigenous succession plan for the organization;
- Develops and implements consistent employee evaluations, professional development plans, and merit increase strategies;

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- Oversees staff recognition and morale building activities;
- Prepares and coordinates annual strategic planning and trainings for staff;
- Maintains organization-wide scheduling and looks for areas to increase efficiencies;
- Develops Indigenized MOA's and contracts across all initiatives that advance FAI's mission and vision;
- Keeps organizational forms and processes up to date, consistent and efficient;
- Develops Indigenization toolbox for sharing with other organizations;
- Prepares and reviews operational reports for the board of trustees and the President/CEO;
- Develops and maintains a relationship tracking matrix and contact database of external partnerships and relationships;
- Serves as primary point of contact for external operations contractors including but not limited to: IT management, property management, printer and equipment leases, office phone, internet providers, and website contractor;
- Supervises assigned staff and as delegated by the President/CEO; and
- Other duties as assigned or to help the organization achieve our vision, mission, strategic plans and key objectives.

## **Skills**

- Strong commitment to the organization's vision, mission, values and purpose and jumping in to do what is necessary to achieve it through this role and as a member of the leadership team;
- Stewards strong, authentic relationships; recognizes that it's important for our work that all employees maintain positive relationships with our community;
- Seeks opportunities to Indigenize our approach to operations, and finds ways to incorporate Indigenous values and ways of being into all aspects of our work;
- Committed to continually learning about Native ways in order to strengthen how FAI operationalizes this knowledge and grows this work;
- Knows organizational structures and formations to support FAI's current and evolving organization(s);
- Highly organized and skilled with excellent interpersonal engagement through varied methods of communication, including one-on-ones up to and including presenting and teaching thousands of people through FAI's community engagements and various dialogue work;
- Superior organizational change and management skills and knowledge, including reporting, contract management, overseeing strategic partnerships and the like;
- Strong team management skills, including the ability to supervise, motivate, and catalyze staff, volunteers, fellow team members, program participants, and our community;
- Able to give clear direction, incorporate feedback and lessons learned to strengthen their own work, and work well under pressure;
- Self-starter with strong time management skills - must be able to work well both independently and as an integral member of the leadership team;
- Strong skills with office software and database management, including Microsoft Office and other tracking software;
- Highly adept at managing multiple priorities and projects while meeting varied deadlines;
- Able to think strategically, lead with the strength of our peoples, and implement organizational strategies effectively.

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## **Knowledge**

- Ability to operationalize Native knowledge and ways of being, doing, living, speaking, etc into FAI's current and evolving operations;
- Strong knowledge, appreciation, experience, and commitment to working with and for Alaska Native peoples and statewide Native organizations;
- Knowledge of Alaska Native and Alaska history, state and federal laws as they pertain to the status and rights of Alaska Natives;
- Knowledge of traditional, political, and social organizations and cultural ways of life in Alaska, and issues facing Alaska Natives;
- Ability to work in and contribute positively to an Indigenous team environment focused on perpetuating Alaska Native knowledge, identity, ways of life, spirit, being, and languages, as well as other areas of Indigenizing our organization and our outcomes through our vision and mission;
- Strong understanding of organizational change and management principles, including building and maintaining partnerships, relationships, commitments, etc.

## **Education/Work Experience**

Bachelor's degree required, but a higher degree or professional certification in nonprofit management, administration, business, and the like is preferred with a minimum of 5 years of experience in management. *Equivalent educational and professional experience may be substituted as deemed appropriate by FAI to fulfill the requirements of this role.*

## **Equipment needs**

All FAI staff must have reliable access to a personal cell phone and internet to effectively work no matter where they are.

*First Alaskans Institute is a dynamic organization changing as needed to best address its goals. This job description is representative of duties at a moment in time and is intended as a "living document" updated periodically to reflect changes in job responsibilities and/or emphasis. It is not intended or implied to be an employment contract but is a method of communication to explain the responsibilities, advertise the job and identify performance measures and potential training needs.*