

Executive Director Job Description

Water Protector Legal Collective

The Water Protector Legal Collective is a non-profit organization providing legal representation and coordination for those who are involved in the resistance to the Dakota Access Pipeline at Standing Rock, North Dakota.

The Executive Director will have overall responsibility for the administrative, fiscal and programmatic health and effectiveness of the organization, ensuring that WPLC raises the funds needed to operate effectively, managing WPLC's resources soundly, and maintaining WPLC's overall public image and key relationships. The E.D. will work collaboratively with the WPLC Board, staff, and volunteers to support, advocate for and build public support for the Water Protectors facing criminal charges for their actions opposing the Dakota Access Pipeline and for WPLC impact civil litigation.

The E.D.'s duties will include working with the rest of the Executive Committee to develop an organizational budget for review and approval by the Board; ensuring that timely and accurate financial reports are provided to the Board and major funders; administering accounts, financial records and contracts on behalf of the WPLC; managing grant writing and other fundraising and development work; ensuring effective communication and collaboration between staff, board, and volunteers; ensuring effective communication of WPLC's work to water protectors, the public, allies and donors through multiple modalities; acting as liaison with allied organizations and indigenous nations; and participating in Board and staff professional development.

Job Requirements:

- Commitment to supporting the Water Protectors;
- Organizational and leadership experience with Native people, Nations, organizations and/or Movements working to protect treaty and Native sovereignty rights, rights to clean water and to protect and sustain Mother Earth;
- Understanding of security issues in Native resistance or other liberation movements;
- Substantial experience directing and managing a nonprofit organization;
- Experience supervising others and working as part of a collaborative team;
- Experience in public speaking and advocacy;

- Fundraising experience including grant writing, grant administration, and donor relations;
- Experience with budget development and strong fiscal management; to include a working knowledge of Quickbooks, experience supervising book-keeping staff and preparing monthly financial reports;
- The Executive Director supervises staff responsible for book-keeping and financial reporting, logistics, fundraising and grant-writing, and other staff as needed. The Executive Director provides support for and coordinates with staff lawyers and the legal team responsible for criminal defense, but the Executive Director is not the direct supervisor of staff lawyers or the legal team;
- Ability to live in the Bismarck/Mandan/ Ft. Yates area and to begin employment immediately;
- Preference will be given to candidates with a law degree or with substantial experience working in a legal organization;
- Preference will be given to qualified Indigenous candidates.

Application Requirements

- Salary commensurate with experience. Position is guaranteed for a minimum of nine months; compensation, including any negotiated benefits, will reflect this temporary status.
- Two References, a Curriculum Vitae and willingness to be interviewed by our hiring committee.
- Submit a letter indicating why you would like to be the Executive Director of the WPLC, why you will fulfill the requirements of the job description, and your expectations for compensation. We encourage Indigenous applicants to self-identify in their application letter.

Applications can be emailed to the hiring committee at danielstseleie@hotmail.com.