

NATIONAL INDIAN CHILD WELFARE ASSOCIATION

Job Announcement

Position Title:	Deputy Director	Classification:	Regular, Full-time w/benefits
Supervisor:	Executive Director	Location:	Portland, Oregon
Salary:	\$80,000-\$100,000		
Department:	Operations	Recruiting Period:	May 11 – June 11, 2018
FLSA Status:	Exempt (salaried)		

Position Summary:

The deputy director of the National Indian Child Welfare Association (NICWA) has overall responsibility for the management and control of all aspects of the operations department. Reporting to the executive director, the deputy director builds and maintains organizational infrastructure to support NICWA's work and is charged with day-to-day management of finance, facilities, information technology, human resources, and events and training functions. S/he participates in the development and enforcement of organizational policies and procedures to maintain the positive health of the organization.

The deputy director partners closely with the executive director to chart NICWA's future growth and strategic response to an ever-increasing demand for the organization's services and acts as backup to the executive director when necessary. The deputy director serves as a thought partner to the executive director, thinking broadly and strategically about NICWA's work, and is also detail oriented and organized about the implementation and structures necessary to move vision to reality. S/he acts as a gap filler, coach, mentor, and bridge builder for the organization as a whole.

The deputy director carries financial authority as approved by the board of directors to obligate and disburse funds, negotiate and sign off on leases, contracts and interagency agreements; such authority includes participation in finalizing organizational budgets, and ongoing financial monitoring as outlined in the organization's financial procedures manual.

Primary Responsibilities:

- Management and Supervision
- Oversees Organizational Finances
- Oversees Technology and Facilities
- Oversees Human Resources
- Ensures Appropriate Administrative Tools and Resources
- Oversees Events and Training

Essential Functions:

- Ensures that departmental planning and implementation occurs according to the goals and objectives approved by the board of directors and delegated by the executive director.
- Works with executive director to pace and drive organization development, including analysis and implementation of priorities, partnerships, and infrastructure needs through the development of appropriate strategic approaches that align organizational, programmatic, and operational decisions.
- Serves as a member of the management team and acts with full authority in the absence or incapacitation of the executive director as delegated by the executive director and approved by the board of directors.
- Supervises project/department staff by assisting with hiring; setting clear performance expectations; providing appropriate feedback, coaching, and training; preparing timely performance/introductory evaluations; and, if necessary, handling disciplinary actions.
- Ensures the accuracy and timeliness of systems, procedures, and methods for all financial activities, including preparation, analysis, and presentation of financial statements and supervision of accounting functions.

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- Ensures the production of end-of-month financial reports, bank reconciliation, audit information, and other fiscal services, including ensuring accurate and efficient bookkeeping services, as deemed necessary to maintain impeccable fiscal management and records.
- Monitors fiscal controls and procedures and briefs management and the board of directors on the fiscal status of the organization.
- Coordinates annual budget preparation with a proposed agency budget ready for executive director review and board approval prior to the start of the next fiscal year and oversees the monitoring of actual spending against the approved budget, making sure a revised budget is submitted for board approval if necessary.
- Manages NICWA's technology infrastructure, ensuring that staff have consistent access to hardware, software, and files to effectively carry out the requirements of their jobs in an efficient and cost-effective manner.
- Ensures that physical plant, equipment, and supplies are adequate, safe and functioning at all times.
- Acts as a thought partner and ensures that the required human resources activities are effectively carried out through the human resources manager: hiring, compensation and benefits, performance management, workforce development, policies and procedures, and employee relations.
- Manages administrative resources to support NICWA funds and cost centers, ensuring responsive and consistent administrative support services from project coordinators; ensuring opportunity for project management training for all staff
- Manages the process of capturing, distributing, and effectively using attained organizational knowledge through means such as databases, documents, policies, in-house expertise, and employee experience.
- Ensures that NICWA's training and educational opportunities are properly managed, including annual conference, fee for service, curricula, online course, online store, and training institutes. Serves as sponsor of annual conference team.

Additional Responsibilities:

- Perform other duties and assignments as directed.
- Participates in NICWA activities and teams as required.

Supervision:

- This position works under the direct supervision of the executive director.
- This position provides supervisory responsibilities to the CPA consultant, director of events and training, human resources manager, operations manager, and operations coordinator.

Standards of Conduct:

- Models ethics, integrity, and accountability
- Exercises sound judgement
- Adheres to accuracy and quality standards
- Contributes to NICWA's learning community
- Manages workload effectively
- Manages adversity
- Develops strategic perspectives
- Displays professional effectiveness
- Promotes NICWA's mission, vision, philosophy, and goals
- Builds organizational knowledge
- Maintains constituent focus and builds constituent knowledge
- Champions change
- Builds relationships
- Communicates effectively and powerfully
- Demonstrates cultural competence

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- Fosters collaboration and teamwork
- Inspires and motivates others to high performance
- Abides by NICWA policies and procedures
- Supervisors are expected to:
 - Staff effectively, utilize talent, and empower staff
 - Foster a culture of continuous improvement and offer recognition and rewards as appropriate

Qualifications:

- Bachelor's degree in business administration, public administration, business management, or a related field required. Relevant Master's degree preferred
- Five or more years of demonstrate experience in directing, coordinating, and implementing comprehensive organizational operations, strategic planning, human resource management, events and training planning, and technology management (information management)
- Five or more years of demonstrated experience working in a supporting or liaison role to tribal boards of directors, tribal advisory groups, tribal councils, public and government agencies, or experience in a role that worked directly with appointed officers and committee members
- At least three years of general supervisory experience
- Strong knowledge of Native culture and social service systems with demonstrated working experience with tribal organizations, tribal service systems, and tribal government structures
- Demonstrates ability to work in a cooperative manner and maintain positive relationships with NICWA board of directors, management, staff, and partners from diverse backgrounds
- Demonstrated knowledge, experience, and ability to manage projects, using skills and tools to organize project work involving competing deadlines and to balance internal and external demands
- Demonstrated knowledge, skills, and experience to communicate through oral presentations in settings at the national, regional, and community level, as well as in tribal settings to different types of audiences in an effective and timely manner
- Excellent interpersonal, communication (including listening, writing, speaking), customer service, and time management skills essential
- Demonstrated knowledge, skills, and experience to actively cooperate in a team environment, both in leadership and peer relations, and motivate others to do the same
- Demonstrated knowledge, and experience of applying federal, state, and local labor employment laws and regulations
- Demonstrated knowledge, skills and ability to oversee financial functions and have knowledge of generally accepted accounting principles (GAAP)
- Ability to provide sound fiscal management of departmental resources , including experience working with government grants and contracts
- Demonstrates sound judgement, using analytical, consensus-building, and problem solving skills when collaborating and decision-making
- Possesses strong proofreading and grammatical skills with attention to detail
- Proficiency using and troubleshooting computer applications (MS Office Suite programs) is required
- Proficiency using and troubleshooting office equipment (i.e., computers, copier, fax and scanning machines, projectors, postage meter) is required

Travel Requirements:

Local travel is infrequently required. Overnight travel outside of the Portland metro area is infrequently required.

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Physical Demands:

Frequently involves sedentary work that involves repetitive motions: exerting up to 30 pounds of force and a negligible amount of force to lift, carry, push, pull, or otherwise move objects, including the human body.

Physical Requirements:

Constantly requires the ability to receive detailed information through oral communications, and to make fine discrimination in sound. Constantly requires repetitive movement of the wrists, hands and/or fingers. Often requires walking, reaching over and outward or moving about to accomplish tasks. Often requires standing and sitting for sustained periods of time. Occasionally requires ascending or descending stairs or ramps using legs, feet, arms, and hands. Occasionally requires stooping, kneeling, squatting, crouching, climbing on stools which entails the use of the lower extremities and back muscles.

Typical Working Environmental Conditions: The worker is frequently subject to inside environmental conditions which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions.

Disclaimer:

The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of all personnel so classified.

TO APPLY

Send completed application materials including a cover letter, CV/resume, completed NICWA employment application including references (available on our website at <http://www.nicwa.org/careers/> or by calling 503-222-4044), a copy of relevant certifications, and three writing samples: to:

National Indian Child Welfare Association
Attn: Human Resources
5100 SW Macadam Ave, #300
Portland, Oregon 97239
Email: hr@nicwa.org
Fax: (503) 222-4007