

NATIVE VOTE ALLIANCE OF MINNESOTA

JOB OPPORTUNITY

Title: Executive Director

Location: To be determined with applicant selection

Status: Part-time (30 hours per week) with potential to become full-time

Pay: \$19.00 - \$21.00/hour DOQ

Position Overview: Native Vote Alliance of Minnesota (NVAM), a newly formed non-profit, non-partisan organization, is seeking a qualified director to be responsible for the overall management and operation of NVAM's fiscal, administrative and program activities. The director is also responsible for raising funds from donors, foundations and other sources. Once sufficient funds are obtained the Directors position has the potential to become full time. NVAM's mission is "to mobilize and empower Native people in Minnesota as a collective voice through civic participation while embracing our cultural heritage."

The director will be immediately responsible for the start-up phase of operations including establishing the office and set-up of organizations financial and administrative systems. NVAM has a board of directors comprised of representatives from the 11 tribes in Minnesota and the urban Indian communities of Minneapolis, St.Paul, Duluth and Bemidji.

Position Responsibilities include:

- Research, identify and secure funding to ensure adequate resources are available to permit the organization to carry out its goals;
- Develop and implement a comprehensive statewide "Get Out the Native Vote" plan in coordination with tribes and urban Indian communities;
- Maintain statistical data on Native American voter participation utilizing the Voter Activation Network;
- Develop and provide public education and community awareness associated with civic engagement in Native American communities;
- Promote active board participation in the organizations mission and work.

Qualifications:

- Bachelor's degree in political science, business administration or related field and minimum of three years management experience preferably in the nonprofit sector or equivalent combination of education and experience.
- Three to five years electoral experience
- Demonstrated knowledge of federal and state election laws and guidelines.
- Extensive experience working with tribal governments, Native people and Native American communities.
- Experience in grant-writing and other fundraising activities.
- Excellent verbal and written communication skills.
- Must possess a valid Minnesota driver's license.

Application process: Please submit a cover letter along with resume to Native Vote Alliance of Minnesota, c/o Mille Lacs Office of Government Affairs, 777 Lady Luck Drive, Hinckley, MN 55037 or email to goveat@grcasinos.com

Application Deadline: Open until filled

Visit our website at www.nativevotemn.org for more information.