

NATIVE VOTE ALLIANCE OF MINNESOTA (NVAM)

Position Title: Executive Director

Reports To: Executive Committee of the Board of Directors

Position Summary: The executive director is responsible for the overall management and operation of NVAM's fiscal, administrative and program activities and is responsible for raising program funds from donors, foundations and other sources.

Essential Duties & Responsibilities:

- In conjunction with board, establish the organizations first office, including selection and procurement of office location, hiring of initial staff if funds available, set-up of organizations infrastructure including administrative and financial systems.
- Develop an annual budget for board approval and manage budget in accordance with policies, procedures and applicable laws.
- Research, identify and secure funding to ensure adequate resources are available to permit the organization to carry out its goals.
- Provide financial and narrative reports to the board of directors and funders as required.
- Ensure compliance with all funding sources and federal and state laws governing non-profit organizations.
- Effectively manage employees, volunteers and contractors according to authorized personnel policies and procedures that fully conform to current laws and regulations.
- Maintain statistical data on Native American voter participation utilizing the Voter Activation Network.
- Promote active board participation in the organizations mission and work.
- Develop and implement an orientation program for new board members.
- Develop and provide public education and community awareness associated with civic engagement in American Indian communities
- Collaborate and network with statewide, regional and national organizations that support the mission of NVAM including the Civic Engagement Table, Voter Rights Coalition, National Congress of American Indians, etc.
- Develop, review and revise organizations polices and procedures as necessary.
- Assure NVAM and its mission, programs, products, and services are consistently presented in a strong, positive image to relevant stakeholders.
- Develop and implement a comprehensive statewide Civic Engagement Plan.
- Other duties as assigned by the board.

Qualifications:

- Bachelors degree in political science, business administration or related field and minimum of three (3) years management experience preferably in the non-profit sector or equivalent combination of education and experience.
- Three to five years electoral experience.
- Demonstrated knowledge of federal and state election laws and guidelines.
- Experience working with tribal governments and Native American communities
- Excellent verbal and written communication skills
- Experience in grant-writing and other fundraising activities.
- Must possess a valid Minnesota drivers license and be willing to travel as position requires
- Strong planning and organizational skills

Salary: \$35,000 - \$45,000

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