

THE ALLIANCE CDFI

JOB TITLE:	Executive Director			JOB CODE	
DEPARTMENT	The Alliance CDFI	Program Area	CDFI	Location	Klamath
Reports To:	Board of Directors		FLSA Status	Exempt	
ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE					
Salary Range	\$77,188.80 – \$122,865.60 DOE				

POSITION SUMMARY: The Executive Director is responsible for successful management of The Alliance CDFI and supports the growth, development, and fulfillment of The Alliance CDFI’s mission and purpose. This position oversees all day-to-day administration and management of operations.

This position is fully funded for two years. It will be the responsibility of the Executive Director to seek funding to keep the position funded.

DUTIES AND RESPONSIBILITIES:

1. Executive Director will work to secure future funding as needed.
2. Manages relationships with the Board of Directors. Keeps Board members informed and engaged in strategic directives and issues impacting the organization. Prepares monthly reports for review and approval of the board.
3. Prepares and manages a three-year budget and funding plan with an annual operating budget to ensure fiscally sound operations. Manages all resources in a fiscally responsible manner, in compliance with all internal policies. Schedules and oversees annual audit.
4. Seeks fundraising resources. Prepares grant proposals and reports. Conducts other fundraising activities to ensure support for the organization’s operating budget and loan fund programs.
5. Serves as a representative of The Alliance CDFI, a non-profit organization of the Yurok Tribe. Builds effective relationships with elected officials, community leaders, local businesses, educational institutions, current and perspective clients, funders, colleagues, and the general public.
6. Supervises staff, including hiring, firing, and providing appropriate training and capacity-building opportunities for staff. Guides CDFI staff with policy and operational decisions.
7. Leads strategic planning with Board of Directors and guides staff in achieving strategic goals.
8. Leads staff to ensure program development that meets the needs of the community.
9. Ensures loan programs and policies are effective and relevant to practices. Uses policies to guide program implementation.
10. Ensures sufficient outreach is occurring to maximize program effectiveness.
11. Maintains contracts with existing and potential funding sources.
12. Ensures all funding restrictions and reporting requirements are met and completed on time.
13. Develops and implements administrative policies and procedures.
14. Prepares quarterly reports for Yurok Tribal Council, as well as annual reports for membership meetings.

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15. Monitors and updates website to provide up to date information and current documents to tribal members.
16. Monitors bank accounts and assists fiscal staff by providing monthly statements.
17. Other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in business administration, community development or related field. (Experience and demonstrated capability may substitute for degree requirement.)
2. Three years' experience in supervisory role with ability to perform program coordination and fundraising capabilities.
3. Recognition that to serve Yurok People one must know as much as possible about Yurok history, culture, and values.
4. Experience in financial literacy.
5. Passion for leadership in entrepreneurial endeavors
6. Experience working with non-profit organizations.
7. Experience managing an organization, programs, staff, budgets, and financial statements.
8. Experience in small business development, community development, and/or banking.
9. Understanding of the grant writing process, including submitting, implementing, monitoring, and reporting on grants received.
10. Ability to perform duties with little to no supervision.
11. Ability to motivate and manage staff.
12. Ability to communicate in a clear, articulate and compassionate manner when communicating with board members, staff, clients, and the general public.
13. High ethical and professional standards.
14. Understanding of challenges rural tribal communities have (need help wording understanding of cultural practices)
15. Careful attention to detail with the ability to multitask.
16. Experience working with/for a Native CDFI is preferred.

SUPERVISORY RESPONSIBILITIES:

Must have the ability to lead and supervise employees.

CONDITIONS OF EMPLOYMENT:

- All applicants must pass a pre-employment drug/alcohol test.
- When necessary, must be able to lift 25-50 pounds.
- Must have clear vision at twenty (20) inches or less; ability to identify and distinguish colors; depth perception (three-dimensional vision, ability to judge distances and spatial relationships); ability to focus (ability to adjust the eye to bring an object into sharp focus).
- All applicants are subject to YEDC's Drug and Alcohol Free Work Place Policy including employment screening.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Must have valid driver's license and be able to be insured by YEDC's insurance.