



Native American Contractors Association

*Protecting the rights of Indigenous Peoples to create economic development through government contracting*  
750 First Street NE, Suite 950, Washington, DC 20002 | Phone: 202.758.2676 | [www.nativecontractors.org](http://www.nativecontractors.org)

## **NATIVE AMERICAN CONTRACTORS ASSOCIATION**

### **Vacancy Announcement**

**Position:** Executive Director

**Salary Range:** Commensurate with experience and other qualifications, Exempt

**Position Information:** Full Time (40 hours per week), year- round, frequent travel, some evening and weekend work is required.

**Location:** Washington, D.C.

**Reports To:** Board of Directors

**General Responsibilities:** Advances the mission of the Native American Contractors Association (NACA) by directing and managing the organization's daily business operations and activities in accordance with the strategic plan developed by the Board of Directors. Works under the direction, and with the concurrence, of the Board of Directors to achieve the organizational goals and execute Board directives. Responsible for developing and executing a strategic plan based on the Board of Directors' goals (Advocacy, Sustainable Organization & Financial Structure, and Member Reach), as well as preparing an annual operating plan, annual budget, and implementing policies and procedures to achieve organizational goals. Communicates regularly with membership and strategically advocates on behalf of the membership based on priorities identified by the membership and as instructed by the Board of Directors. Manages and supervises the organization's staff.

#### **Job Duties:**

- Works under the direction of the Board of Directors to develop and execute a comprehensive strategic plan to achieve the organization's goals and objectives.
- Executes strategies, programs, or policies related to Board and member priorities, including, but not limited to: Board Governance and Relations, Strategy Development, Advocacy & Legislative/ Regulatory Affairs, Media/Public Relations, Membership Recruitment & Services, Fiscal Performance and Management, and Operations.
- Develops and manages an annual budget, subject to Board approval.
- Engages, recruits, retains, and responds to membership and their needs.
- Interacts regularly with Congressional offices and officials from the Executive Branch on the priorities of the organization.
- Develops partnerships and builds relationships with organizations that have similar missions and interests.
- Develops pre-decisional recommendations for the Board's consideration as it relates to advocacy, legislative and regulatory affairs.
- Advocates for the membership's priorities and proposes and carries out major legislative, regulatory, and judicial advocacy goals to improve the conditions facing Native contractors.
- Produces comprehensive written documents and analyses such as: testimonies, statements, letters, briefings, presentations, advocacy packets, and other informational materials needed to advance NACA's priorities.
- Responsible for the day-to-day operations.
- Supervises, coaches, and evaluates staff.
- Reports monthly to the Board of Directors.
- Performs other duties as required.



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### **Skills, Knowledge and Abilities:**

All candidates must possess the following skills, knowledge, and abilities:

- Transparent and high integrity leadership.
- Strong organizational abilities, including planning, delegating, implementing, program development, and task facilitation.
- Ability to manage, develop, and motivate staff.
- Ability to engage and interface with the Board of Directors and membership.
- Focused and results-oriented problem solving skills.
- Ability to address difficult issues in a creative, composed, and professional manner.
- Excellent oral and written communication skills.
- Ability to work in a fast-paced environment.
- Exhibit a high level of professionalism, emotional intelligence, and executive presence.
- Ethical, fair, and objective behavior.
- An understanding of the role of the Board of Directors and the role of an Executive Director in a non-profit organization.
- A comprehensive understanding of the federal legislative process and structure of the federal government, including the ability to research and analyze legislation, and develop and execute strategies to achieve organizational goals.

### **Experience Qualifications:**

Required:

- Bachelor's degree in Public Policy, Business Administration, or related field plus 5 years of significant, interrelated work experience.
- Experience working for a Native organization, trade association, Congress, or similar organization.
- Work related experience in the areas of Federal Indian Policy, Native community economic development issues, small business or government contracting policy.
- Experience with media relations, training, business development, and member services.
- Experience with, and understanding of, all aspects of financial management and budgets.
- Experience managing and supervising staff.

The ideal candidate will also have:

- Strong organizational, leadership, and staff development skills.
- Impeccable writing, editing, and presenting skills.
- Be a subject matter expert on the 8(a) small business program and related programs.
- Experience living in and working with Tribes, Alaska Native Corporations or Native Hawaiian Organizations.
- A Juris Doctor, Masters of Public Policy or Master of Business Administration.

All interested candidates must send a complete applicant package that includes the following information:

- 1) Cover letter
- 2) Resume
- 3) Three professional references

Please send the required information to Lillian Sparks Robinson, Interim Executive Director, [lillian@nativecontractors.org](mailto:lillian@nativecontractors.org), subject: NACA Executive Director Package.

**All applicant packages are due by 5pm EST on October 26, 2018**