



## Urban Indian Center of Salt Lake

### POSITION DESCRIPTION

<b>JOB TITLE:</b>	<b>EXECUTIVE DIRECTOR</b>
<b>SALARY GRADE:</b>	\$75,000-\$110,000/YR (depending upon credentials & experience)
<b>APPOINTMENT:</b>	FULL TIME (EXEMPT)
<b>SCHEDULE:</b>	M-F 8:30 AM-5:00 PM (occasional weekend and evening)
<b>SUPERVISORY:</b>	YES

**The mission of the Urban Indian Center of Salt Lake is: “Serving *The People* by honoring Native cultures, strengthening health and wellness programs and cultivating community.”**

#### **SUMMARY OF WORK:**

The Executive Director (ED) is responsible for the administration and overall leadership of the Urban Indian Center of Salt Lake (UICSL) in its mission. The ED's primary task is to provide vision, leadership and a positive work environment while working with UICSL Program Directors to plan, direct, monitor, evaluate and report on the organization's efforts to build up individuals and families and reinforce their cultural heritage and values. The ED fosters productive relationships among employees, consumers, American Indian/Alaska Native (AI/AN) organizations and tribes, government entities, and community partner organizations. Ultimately, the ED's authority derives from the UICSL's Board of Directors who provide legal, ethical, fiscal and spiritual oversight for the organization.

#### **DUTIES:** (included but are not limited to the following)

- Proactively directs the overall growth and development of the UICSL and its projects.
- Establishes short- and long-range organizational goals to further the mission of the UICSL.
- Promotes a professional environment consistent with cultural values to foster UICSL employees' professional growth; uses a team approach in the organization's daily operations and planning.
- Assesses customer/community needs; develops, implements and markets the programs and services that respond to those needs.
- Communicates regularly with the UICSL Board of Directors and reports on the activities of the Board of Directors to staff.
- Works with program directors to ensure compliance with all contract and grant requirements, ancillary service utilization, and appropriate protocols.
- Directs the tone and message of all public relations activity involving customers, community members, governmental organizations, third party payers, subcontracting agencies, and.
- Takes responsibility for financial planning, including the forecasting and preparation of budgets, analysis of financial performance, and ensuring compliance with all applicable financial standards, practices and regulations. Ensures that agency accounting and auditing procedures are consistent with appropriate and up-to-date fiscal management policies.

#### **RESPONSIBILITIES:**

- Promotes a healing, nurturing and professional environment.
- Directs the development of the UICSL by forecasting, analysis and strategic planning activities.
- Establishes short and long- range organizational goals to further the mission of the UICSL.
- Promotes a team approach for the organization's daily operations and planning.
- Facilitates and demonstrates the collaborative efforts of each program as it relates to the services provided by the organization to the clients and the community.
- Assesses customer and community needs and develops, implements and markets, programs and services to respond to those needs.

- Identifies potential funding sources, reviews grant applications and other proposals, initiates and evaluates fund-raising strategies.
- In conjunction with the UICSL Program Directors, negotiates contractual arrangements with other service providers and organizations as necessary.
- Represents the organization on appropriate committees.
- Recruits new UICSL program team members and coordinates interviewing and selecting appropriate administrative staff in conjunction with the Board of Directors' Personnel Committee and the agency Human Resources Director.
- Supervises and evaluates the performance of all UICSL Program Directors.
- In conjunction with the organizations finance committee, enhances program/financial performance of program managers by furnishing regular responses to organizational productivity, financial position, ensures compliance with agency goals/objectives and client opinion. Utilizes this information to enhance program components and overall program quality.
- Convenes and conducts UICSL Program Director team meetings. Solicits opinion from the UICSL Program Directors as a whole for their advice and information on issues that affect clients and the service direction of the organization.
- Communicates team concerns and issues to the Board of Directors as well as reports the activities of the Board of Directors to the program directors.
- Regularly informs the of Directors informed of significant issues affecting programs and services.
- Works with UICSL Program Directors to enhance program/financial performance by assuring compliance with contract/grant productivity requirements, ancillary service utilization and appropriate protocol compliance.
- Ensures compliance with policies and objectives set forth by the Board of Directors. Reports outcome measures and performance of the organization monthly, quarterly and annually.
  - Provides information, advice and/or assistance to the Board of Directors as required to discharge their responsibilities.
  - With a representative of the Board of Directors, transmit administrative concerns to program manager team members.
- Directs public relations activity involving customers, governmental organizations, third party payers, subcontracting agencies, and the community.
  - Meet with funding personnel and representatives to keep informed of the funding agency goals, new programs/services and allocation process.
  - Coordinate advocacy efforts with local service providers, churches, hospitals, schools, local city, county and state governments, and American Indian organizations/tribes.
- Develops program evaluation procedures, quality outcome measures and monitors program performance to ensure conformance with board policy, grants, contracts, and federal government rules and regulations.
- Ensures recruitment, assignment and retention of qualified professional and support staff which represents the multidisciplinary needs of the organization.
- Administers Facility Operations.
- Oversees the development responsibilities in the areas of grant writing, contract reporting and compliance assurance.
- Performs other agency job duties as needed.
- Directs financial planning, forecasting and preparation of budgets, analyzing financial performance, and ensuring compliance with financial standards, practices and regulations.
- Develops budgets for agency programs and proposals for funding in conjunction with agency accounting and development staff.
- Ensures the agency's accounting and auditing procedures are in accordance with appropriate fiscal management policies
- Works with HR Manager to oversee all aspects of human resource management including staffing mix analysis, recruiting, compensating, recognizing, developing, evaluating, retaining, disciplining employees and maintaining positive employee relations and regulations. Supervises the scheduling of Agency Program

- Directors training, vacation and other leave time to assure adequate staffing at all times.
- Enhances staff retention by monitoring and ensuring appropriate compensation; working conditions; mediating conflict; and promoting commitment to the mission of the UICSL.
- Ensures appropriate management and operations of information systems, ensures development of and compliance with agency policies and procedures.
- Fosters growth in services.
- Provides basic health education, including health promotion and disease prevention (HP/DP) education.
- Performs other agency job duties, as needed.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of and a demonstrated respect for AI/AN history, values, customs, and practices.
- Knowledge and experience with Title VII rights legislation, which outlaws discrimination based on race, color, religion, sex, or national origin, and legal definitions of hostile work environments.
- Strong skills in professional networking, creating and maintaining community partnerships.
- Knowledge and understanding of and sensitivity to the socio-economic and health care challenges of low-income groups
- Ability to act independently and work effectively with a wide array of individuals and organizations regardless of their professional level or cultural/ethnic background.
- Demonstrated ability to act independently, communicate appropriately and work effectively with a wide array of individuals and/or organizations regardless of professional level or ethnic background.
- Possess organizational and administration management skills pertaining to:
  - The supervision and evaluation of managerial, program, support, and volunteer staff.
  - Community resources for low-income people and support systems for American Indian people
  - Funding allocation processes and non-profit organizational structures.
  - American Indian organizations/tribes.
  - Traditional American Indian values, culture and customs.
  - Applicability of the Indian Child Welfare Act in organization goals and activities.
- Must have excellent interpersonal, communication, collaboration, writing and computer skills.
- Must be organized, flexible, proactive, and capable of making sound decisions in difficult situations.
- Excellent interpersonal/professional skills, i.e., ability to respectfully interact with people.
- Demonstrated ability to handle the occasional stressful and problematic situation.

**REQUIRED QUALIFICATIONS:**

- Master's degree in Health Care Administration, Social/Behavioral Sciences, Business Administration, Public Health, Native Studies, or a closely related field from an accredited college or university.
- Applicants with a Bachelor's degree in a closely related field who have extensive experience and demonstrated leadership will also be considered.
- A minimum of five (5) years' experience in a closely related field, with at least three (3) years' experience in an administrative/management capacity.
- Demonstrated knowledge of and a genuine respect for American Indian/Alaska Native values, customs, and practices.
- Must have a valid Utah driver's license or ability to obtain upon hire.
- Must have a clean driving record and ability to be insured on UICSL auto policy.
- Must have a clean criminal background report.

*Note: All positions at the Urban Indian Center of Salt Lake have the responsibility to carry out functions to maintain inspection and survey readiness, participate in Quality Improvement initiatives, as well as assist in and/or provide education for health promotion and disease prevention. UICSL supports a safe, healthy and drug-free work environment through criminal and caregiver background checks, UICSL maintains a drug & smoke-free environment.*

*This is a general outline of the essential functions of this position and shall not be construed as an all-inclusive description of all work requirements and responsibilities. The employee may be required to perform other job-related duties as requested by the*

*designated work leader(s). All requirements are subject to change over time.*

*Employment at the Urban Indian Center of Salt Lake (UICSL) is on an at-will basis, which means that your employment may be terminated by you or UICSL at any time, for any reason or for no reason, with or without notice, and without any procedure or formality. The at-will nature of your employment is not affected by any of the guidelines of this Job Description and cannot be modified by any oral promise from any supervisor or by any other writing unless duly executed by the employee and the Chair of the Board of Directors. UICSL reserves the right to change, replace, withdraw or deviate from any of the guidelines contained in this Job Description without prior notice.*

*We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, pregnancy or pregnancy-related related conditions, age (40 and over), or any other characteristic protected by applicable federal, state or local laws.*

*\*Indian hiring preference may apply to some positions (as defined in Title XXV, US Code Sections 44-46, 42 U.S.C. (2000e-2 li) and 474.) For the purposes of the Urban Indian Center of Salt Lake, Indian Preference Policy, "Indian" shall mean "any member or descendant of a member of a federally-recognized tribe." Applicants must meet the established minimum qualifications in order for Indian preference to apply. Candidates will be required to furnish documentary evidence of their qualifications for Indian preference.*