

NICOA Executive Director

Annual Salary \$100,000 (may be increased dependent on qualifications)

Reports to: NICOA Board of Directors

FLSA Status: Exempt

SUMMARY STATEMENT

NOTE: It is the policy of National Indian Council on Aging, to have a ZERO tolerance for workplace harassment and violence.

Direct and manage the overall operations of the organization working closely with the Board of Directors to formulate the advocacy agenda and strategic plan for NICOA.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

NOTE: National Indian Council on Aging Board of Directors unilaterally may change these requirements of this job description at any time.

These include, but are not limited to the following:

1. Direct and manage the overall operations of the organization.
2. Responsible for financial stability and growth of the organization.
3. Represent organization at national, regional and local meetings.
4. Supervise and evaluate Finance Director, SCSEP Director, TARP Director, Executive Assistant and other Directors as assigned.
5. Preside over NICOA staff and Director's meetings.
6. Coordinate the workflow of Executive Assistant and review work of other direct reports.
7. Formulate budgets and present to Board of Directors for review and approve expenditures.
8. Write grants and formulate fundraising campaigns and present to Board of directors for review.
9. Perform oversight and specified tasks on grant programs.
10. Present to the Board of Directors a plan and agenda for advocacy and networking.
11. Prepare and present quarterly operation reports to Board of Directors.
12. Coordinate all Board meetings with approval of the Chair.
13. Negotiate contracts and oversee conference planning for the biennial with approval of the Board of Directors.
14. Executive Director and Board of Directors will review for approval all official publications, newsletters and materials of the organization and use of the organization's logo.

OTHER DUTIES AND RESPONSIBILITIES:

Note: These include but are not limited to the following (additional responsibilities may be assigned as necessary):

1. Plan staff retreats and coordinate staff development activities and training.

2. Travel as required to fulfill the mission of the organization and requirements of grants administered by the organization.
3. Attendance in mandatory meetings, training, workshops and/or seminars, including attendance and travel to NICOA's annual week-long staff retreat.
4. Adhere to NICOA policies and procedures.

REQUIRED QUALIFICATIONS (INCLUDES EDUCATION SKILLS AND EXPERIENCE):

- Bachelor's Degree and at least 3 years of relevant experience in the field of aging services.
- A valid driver's license, current automobile insurance and reliable transportation for in and out-of-state travel
- Proof of Tribal Enrollment
- 2-3 years of supervisory experience
- Ability to work with Tribal leaders, federal and state officials, customers and health professionals
- Ability to establish and maintain harmonious working relationships with employees, colleagues, community members, Board Members and other persons making contact with NICOA
- Ability to make administrative/procedural decisions and judgments on sensitive and confidential issues
- Excellent computer skills; Demonstrated proficiency in Microsoft Word and Excel
- Excellent verbal, written and presentation communication skills
- Ability to identify and assess business needs and/or issues and find solution or resolution
- Mature judgment and professionalism in handling confidential matters
- Superior dependability including excellent attendance and punctuality

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Work is normally performed in a typical interior/office work environment.
- Noise level is moderate.
- Very limited exposure to physical risk or very limited physical effort required.
- Sitting for prolonged periods.
- Lifting items 20 lbs. or less occasionally.
- Bending or stooping occasionally.
- PC or laptop data entry and word processing.

Equal Employment Opportunity

We are an Equal Opportunity Employer that values workplace diversity.

I have reviewed the above position description and understand this to be a guideline for my current job duties. I understand that the Board of Directors retains the discretion to add or change duties in my position at any time. This position description will be used in evaluating my job performance.

Signature

Date

November 3, 2023



It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, or other protected classification. American Indian applicants will be given preference, in accordance with the exemption provided under Title VII of the Civil Rights Act of 1964 for preferential treatment of American Indians.

PERSONAL INFORMATION

Name _____ **Date:** _____
Last First Middle

Address: _____
Street City State Zip

Telephone Home: _____ **Other:** _____ **Are you over 18 years old?** Yes No

Are you authorized to work in the U.S. on an unrestricted basis? Yes No _____
Explanation if No

How did you learn of this opening? _____

Have you worked here before? Yes, Dates: _____ No

Are there any hours, shifts or days you cannot or will not work? _____

Position preferred (check one): Full-Time Part-Time _____

Are you willing to work overtime as required? Yes No

Are you related to a current NICOA employee? Yes, Name of employee: _____ No

Have you ever been convicted of a felony? Yes No (Conviction will not necessarily disqualify an applicant for employment.) If yes, describe conditions: _____

POSITIONS APPLIED FOR

1. _____ 2. _____

Wage or Salary desired? \$ _____ **When can you start?** _____

If you were referred to us by a fellow employee, please provide their name: _____

Do you have a valid driver's license & Insurance? Yes, Insurance Co: _____ No

DL#: _____ **Issue Date:** _____ **Expiration Date:** _____



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EDUCATION AND ACADEMIC ACHIEVEMENT

EDUCATION	NAME & LOCATION OF SCHOOL	YEAR GRADUATED	MAJOR	DIPLOMA/ DEGREE
High School				
College/Univ.				
Post College				
Trade School				

TRAINING, CERTIFICATIONS, SKILLS, AND ABILITIES *(If you need more space attach a list)*

EMPLOYMENT HISTORY AND MILITARY SERVICE

List below current and last two employers, starting with the most recent one first. Please include any non-paid voluntary experience which is related to the job for which you are applying. Please complete even if you attach a resume.

Military Service: Branch _____ From _____ To _____

May we contact your current employer? Yes No



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EMPLOYMENT HISTORY AND MILITARY SERVICE *(continued)* Please complete even if you attach a resume.

Most Recent Employer or Current: _____ **Dates:** _____

Address: _____
Street City State Zip

Telephone: _____ **Salary on Leaving:** \$ _____

Position: _____ **Name and Title of Supervisor:** _____

Duties: _____

Reason for Leaving: _____

Previous Employer: _____ **Dates:** _____

Address: _____
Street City State Zip

Telephone: _____ **Salary on Leaving:** \$ _____

Position: _____ **Name and Title of Supervisor:** _____

Duties: _____

Reason for Leaving: _____

Previous Employer: _____ **Dates:** _____

Address: _____
Street City State Zip

Telephone: _____ **Salary on Leaving:** \$ _____

Position: _____ **Name and Title of Supervisor:** _____

Duties: _____

Reason for Leaving: _____



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REFERENCES: List three professional references, which you have known at least one year. **DO NOT** list family members.

Name: _____ **Relationship:** _____

Address: _____
Street City State Zip

Telephone: _____

Name: _____ **Relationship:** _____

Address: _____
Street City State Zip

Telephone: _____

Name: _____ **Relationship:** _____

Address: _____
Street City State Zip

Telephone: _____

Any additional information or explanation of previous question:

Signature _____

Date _____