



Advocates for Indigenous California Survival

Job Title:	Interim Executive Director	Job Category:	Executive
Location:	Mobile/Online with occasional in-person meetings	Travel Required:	Travel Required
Level/Salary Range:	Negotiable, based on experience	Position Type:	Contract
Organization Contact:	Marina Drummer, Administrator	Date Posted:	8/25/18
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	10/1/18
External Posting URL:	www.aicls.org		
Contact	Marina Drummer Phone: 707.486.6806		

Applications Accepted By:

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Job Description

The Advocates' mission is to foster the restoration and revival of Indigenous California languages so that they may be retained as a permanent part of the living cultures of native California. The Interim Executive Director is expected to keep the Master Apprentice Program, the organizations' two biennial gatherings, Breath of Life and Language is Life, and several smaller programs functional and flourishing and participate in the funding and financial oversight of these programs.

The Advocates are seeking an Interim Executive Director anticipating that this position will develop into the Executive Director position for this 25-year old grassroots organization. Candidate will be responsible for working with Board of Directors and strengthening programs. The Interim Director will report to the Board of Directors, schedule regular meetings with the Board to discuss changes and share updates, and work with the Board to establish and change policies. The Interim Executive Director is also responsible for establishing a good relationship with the Board and meeting with prospective Board members. Since this non-profit receives grants and funding from individuals, tribal committees and private foundations, the Interim Executive Director is responsible for assisting to find innovative ways to increase funding for this organization. Along with staff and volunteers, the Interim Executive Director may organize fund raising events to increase revenue to support programs and services, and participate in meeting with potential donors by attending luncheons and dinners. The Interim Executive Director also speaks at other fund raising events, as well as community and tribal events, to promote the organization and develop new relationships with businesses and other non-profits.

The Interim Executive Director will also work with the current administrator and the bookkeeper to become familiar with the daily financial dealings, check writing, deposits, invoicing, monthly bank reconciliations, and preparation with bookkeeper of a monthly profit and loss statement for Board review and all tax filings.

ROLE AND RESPONSIBILITIES

Under direct supervision of the AICLS Board of Directors, the roles and responsibilities are as follows:



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- Strengthen existing programs
- Set-up and participate in monthly teleconference meetings and biannual in-person meetings
- Build and maintains strong working relationships with current funders and develop relationships with potential funders
- Create and maintain yearly budget
- Identify needs and assesses ongoing programs' efficacy
- Provide leadership and development of AICLS programming to meet needs of California Indians statewide
- Maintain compliance with grant guidelines and policies
- Assist with planning of long-term and short-term goals
- Assist with development of recruitment and retention plan for Programs
- Organize, develop, and disseminate outreach materials
- Meets regularly with accountant and prepares monthly profit and loss statements
- Identify needs for funding
- Assess our programs and needs for additional programs as well as plan, implement, and evaluate comprehensive programs for AICLS
- Organize and coordinate annual fund-raising benefit
- Oversee staff and volunteers
- Develop internal liaison with Master Apprentice and Breath of Life programs
- Research and determine feasibility of new programs and initiatives
- Submit annual budget report
- Assist in development of a program tracking system
- Write an annual report and submit to Board and funders
- Management of organization finances in conjunction with organization bookkeeper
- Other duties as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Minimum BA/BS Degree or equivalent experience working in a related field
- Driver's license
- Must be able to provide own transportation
- Strong writing skills
- Experience with grant writing and grant management
- Strong public speaking skills
- Demonstrated administrative experience
- Must have the ability to work with diverse ethnic backgrounds and personalities
- Ability to read, interpret, and explain laws and regulations relevant to non-profit management
- Proficiency in internet and ability to work in a web-based environment
- Proficiency in MS Word, Excel, Google docs, Dropbox and other software relevant to completing the duties of this position
- Ability to develop accurate records and reports
- Ability to prepare and deliver oral presentations and trainings
- Must have good judgment and analytical skills to determine feasibility of new programs and initiatives
- Experience working for or with California Indian tribes or tribal organizations

PREFERRED SKILLS

- California Indian preference applies



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- Experience working with at least one California Indian language
- California residency
- Prior experience recommended

ADDITIONAL NOTES

Salary commensurate with experience. Please send your CV and a letter describing your interest and availability to take on this important work. Also submit two letters of recommendation.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time