



Goldbelt Heritage Foundation

"DRINK FROM THE VESSEL OF TRADITIONAL KNOWLEDGE." - KASHUDOHA

Title: Executive Director

Department: Goldbelt Heritage Foundation

Hours of Work: 40 hours

Category: Regular Full Time

FLSA Status: Exempt

Salary/Grade Level: DOE

Date Approved: 11/2020

Reports to (Supervises/Liaison):

GHI Board of Directors; GHF Staff

SUMMARY

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for Goldbelt Heritage Foundation Nonprofit's staff, programs, expansion, and execution of its mission.

The successful candidate will initially develop deep knowledge of field, core programs, operations, and cultural values.

ESSENTIAL JOB DUTIES

Fundraising and Communication

- Responsible for overall success in meeting GHF's mission by leading the development of organizational goals, program planning, and financial budgeting.
- Establish and identify relevant funding resources for establishment of cultural, language, educational and artistic programs through application to federal, state, and other private funding sources.
- Maximize third party resources from Goldbelt, Incorporated, to negotiate in-kind services and contributions, including establishing collaboration efforts and partnerships with local, statewide, and national funding sources.
- Responsible for project and program planning, staffing, formulating, and submitting project and budget requests for federal and private foundation grants.
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.
- Use external presence and relationships to garner new opportunities.

Leadership & Management

- Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
- Actively engage and energize nonprofit volunteers, board members, event committees, partnering organizations, and funders.

- Develop, maintain, and support a strong Board of Directors; serve as ex-officio of each committee; seek and build board involvement with strategic direction for ongoing local operations.
- Lead, coach, develop, and retain high-performance team members.
- Ensure effective systems to track scaling progress, and regularly evaluate program components, to measure successes that can be effectively communicated to the board and funders.
- Oversee Goldbelt Heritage Foundation scholarship program with financial reporting back to funder.
- Performs other incidental and related duties as required and assigned.

NECESSARY SKILLS AND KNOWLEDGE

- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- Skill in establishing and maintaining cooperative working relationships with other employees.
- Knowledge and understanding of cultural, education, economic development, art, and language programs and funding resources.
- Excellent and proven knowledge in operating a PC, Microsoft Office Suite, and ability to learn quickly new software and/or systems.

MINIMUM QUALIFICATIONS (education, experience, skills)

- The Executive Director will be thoroughly committed to Goldbelt Heritage Foundation Mission with proven leadership, coaching, and relationship management experience. Bachelor’s degree in cultural anthropology, education, public administration, or related field.
- Seven (7) years of related non-profit organizational management experience, including federal grant writing, and financial and written reporting.

PREFERRED QUALIFICATIONS (education, experience, skills)

- MBA, with at least 10 years of senior management experience; track record of effectively leading and regionally and/or nationally scaling a performance- and outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth.

WORKING CONDITIONS

While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk, hear, use hands and fingers to operate, handle, or feel objects, tools, or controls. The employee is occasionally required to walk and use stairs and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

Goldbelt Heritage Foundation

Position Application

One Sealaska Plaza, Suite 201 | Juneau, Alaska
99801 Phone: 907-790-1410
<http://www.goldbeltheritage.org>

APPLICATION PROCEDURES, SUBMIT:

1. Cover Letter: Include the following information in your cover letter: a) Describe your experience as it pertains to this position; b) Describe your goals; and 3) Explain your interest in this position.
2. Complete Application
3. Resume

Applicant Information

Full Name: _____ *DOB:* _____
Last First M.I.

Address: _____
Mailing Address Apartment/Unit #

City State ZIP Code

Phone: _____ *Email* _____

Are you looking for employment that is:

FULL-TIME

PART-TIME

Date Available: _____

Are you authorized to work in the US? YES NO *Have you ever been convicted of a felony?* YES NO

If yes,
explain:

Have you ever worked for this company? YES NO *If yes, when?* _____

Previous Employment

Company: _____ *Phone:* _____

Address: _____ *Supervisor:* _____

Job Title: _____ *Starting Salary:* \$ _____ *Ending Salary:* \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Graduation year: _____

of Tlingit language credits: _____

College: _____ Address: _____

Field of Study: _____ # of Credits: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other Education _____ Address: _____

Field of Study: _____ Hours of instruction/learning: _____

From: _____ To: _____ Did you graduate? YES NO Degree/Certificate: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: _____ Date: _____