



Native American Contractors Association

Working to enhance the economic self-sufficiency of America's indigenous peoples

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NATIVE AMERICAN CONTRACTORS ASSOCIATION

Job Description

Position: Executive Director

Salary Range: Depends on Experience, Exempt

Position Information: Full Time (40 hours per week), year round

Location: Washington, D.C.

Reports To: Board of Directors

General Responsibilities: Oversees, directs and manages the daily business operations and activities of the Native American Contractors Association (NACA). Responsible for developing policies, procedures, long-range strategies and annual operating plans and budgets. Implements the organization's long-term and short-term goals through legislative/regulatory affairs strategies, media/public relations, membership services, training, and business development. Ensures the sustainability and long-term growth of the organization, communicates regularly with Membership and complies with Board directives.

Job Duties: Develops a comprehensive strategic plan to advance organization's objectives, to include: Legislative/ Regulatory Affairs, Media/Public Relations, Membership Services, and Operations. Responsible for the day-to-day operations and tactics to implement strategies and achieve goals.

Strategy Development

Develops the annual operations plan setting forward organization goals, objectives, and tactics. The plan is based on an assessment of the legislative/regulatory and media climate, the needs of organization membership and an understanding of the resources needed to achieve goals.

Legislative/Regulatory Affairs

Plans and conducts major legislative, regulatory, and judicial projects that encompass a range of politically sensitive issues with wide scope and impact on Native contractors.

Oversees and directs NACA's legislative team, including professional staff and dedicated resources affiliated with organization members.

Develops and maintains Congressional and Executive Branch contacts needed to further NACA's overall mission and responsibilities. Establishes credibility as the authoritative



resource by timely handling responses to congressional questions, constituent inquiries, and matters regarding proposed or pending legislation or agency activities, among others.

Works regularly with other national, regional, and statewide Native advocacy organizations, NACA's members, and legislative professionals to implement effective legislative/regulatory advocacy strategies.

Produces comprehensive written documents such as: testimonies, statements, letters, briefings, presentations, advocacy packets, and other informational materials needed.

Media/Public Relations

Develops and oversees implementation of overarching public relations strategy.

Serves as the NACA spokesperson.

Directs the development of media materials (talking points, press releases, advocacy packets, etc.).

Outreach/Community Liaison

Works with other small business, minority, and 8(a) advocacy organizations on common issues to improve government contracting for all minority contractors. Represents NACA at relevant conferences and other events.

Conducts general educational outreach to the business community and others interested in learning more about Native participation in government contracting, the Small Business Administration's 8(a) Business Development Program, and Native American economic development issues.

Membership Services

Oversees all aspects of member outreach and communications, including but not limited to, the NACA bi-weekly report, the NACA website, and social media.

Oversees the coordination of membership events, such as conferences, trainings, and the Annual Meeting.

Regularly evaluates the needs of NACA membership and works to address them by creating meaningful programs.

Oversees and grows the NACA's online trainings and regional workshops.

Develop a sound business development program, with a focus on building meaningful business opportunities between NACA's members and other 8(a) and small businesses.



Operations

Works with the Board to set strategic direction for the organization and implements Board-approved strategies.

Participates in all meetings of the Board of Directors and Committees and regularly communicates to the Board of Directors on issues, programs, and financial matters.

Provides support to the Board of Directors and Committees as necessary.

Oversees all aspects of day-to-day operations.

Pursues additional funding for the organization and ensures NACA meets all funding requirements of grants, contracts, and other resources obtained.

Cultivates relationships with Native organizations, corporations, foundations and government agencies to establish long-term funding of programs.

Ensures the organization has clear and sound fiscal and management policies.

Manages all staff with a focus on staff development through mentorship and growth.

Performs other duties as required.

Skills, Knowledge and Abilities: All candidates must possess the following:

Ability to plan, conceptualize, organize, motivate and direct others.

Results-oriented problem solving skills, a motivated self-starter, and possess a demonstrated imagination when addressing difficult issues.

Excellent oral and written communication skills.

Ability to work in a fast-paced environment.

Experience working for a Native organization, trade association, Congress or similar organization.

Experience Qualifications:

Required

Bachelor's degree in Public Policy, Business Administration or related field plus 5 years of significant, interrelated work experience.



An understanding of the legislative process and structure of the federal government.

Ability to provide work independently, as well as functioning as part of a close-knit team.

Excellent written and verbal communication skills.

Ability to make decisions and exercise good judgment.

Proficiency in Microsoft Office programs, especially in word processing, PowerPoint and Excel.

Ability to travel frequently and work evenings and weekends as necessary.

The ideal candidate will also have:

Strong organizational, leadership, and staff development skills.

A comprehensive understanding of the legislative process and structure of the federal government, including the ability to research and analyze legislation, and develop and execute strategies to achieve organizations goals.

Knowledge of Federal Indian Policy, Native community economic development issues, small business and government contracting policy.

Experience living in and working with Tribes, Alaska Native Corporations or Native Hawaiian Organizations.

Good public speaking skills.

Experience with media relations, training, business development, and member services preferred.

Experience with, and understanding of, all aspects of financial management and budgets.

Juris Doctor, Masters of Public Policy or Master of Business Administration.

Fair Labor Standards Act Status: Salaried/Exempt. The above is not intended to list all possible essential functions or requirements as they are subject to change. The employer reserves the right to revise or change this description. This description does not constitute a written or implied contract of employment. As this is a salaried position, it may require varying amounts of time to accomplish the assigned duties, including time spent outside of the normal business hours for which compensation is included in base pay. To perform this job successfully, an individual must be able to satisfactorily perform each of the above essential duties. Reasonable accommodations may be made to enable individuals with disabilities to meet these qualifications.



Job Description Approval:

Employee: _____
Signature

Date: _____

Print Name

Supervisor: _____
Signature

Date: _____

Print Name