

## Position Title: Executive Director

Full Time (40 hours), Remote  
Reports to: Leadership Council

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The **Native American Food Sovereignty Alliance (NAFSA)** is a national network of Indigenous leaders dedicated to restoring food systems that support tribal self-determination and community wellness. NAFSA's mission is to support Native communities nationally with advocacy, education, and networking as they revitalize their indigenous food systems. NAFSA brings together proven strategies with innovative thinking as we support ethical economic development by promoting expanded local food production that renews natural resources and enhances traditional cultural activities and mentors a new generation of Native food sovereignty activists, chefs, farmers and practitioners.

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The Executive Director (ED) provides oversight and management of all aspects of the organization and works to further the mission and vision as directed by the Leadership Council. The ideal candidate should be a dynamic individual who is deeply passionate about the Indigenous food sovereignty movement with excellent leadership skills and a proven track record working with a growth-oriented organization.

### **Essential Duties and Responsibilities:**

**Provides executive oversight for the leadership team, including the Program Director, and future positions.**

- Provides leadership in maintaining a commitment to mission and vision
- Co-creates an equitable, collaborative organizational culture that upholds indigenous values
- Ensures the leadership team implements and achieves strategic goals, updates planning process, provides timely board reports
- Hire, supervise, provide performance reviews for Directors

**Provides direct management and oversight for Finances, Fundraising, Human Resources, and Administration.**

- Ensures the organization achieves its fundraising goals:
  - Oversee development of annual fundraising plan, supervise Grant Manager on grant submission(s), reporting, management
  - Develop strong relationships with funders, outreach as needed
- Ensures the financial health of the organization by developing and maintaining a balanced budget and building a reserve fund.

- o Oversee financial staff, approve audit and reports, develop capacity and infrastructure as needed
- Develop and implement equitable human resource systems, including Employee Handbook.
  - o Hire, supervise, provide performance reviews for management staff
- Oversee administrative support systems to ensure effective functioning.

**Serves as the primary liaison with the Executive Committee (EC) and the Leadership Council (LC), governing bodies of NAFSA.**

- Develops strong, working relationships with the EC and LC
  - o Works with administrative staff to schedule meetings
- Provides timely board packets, including financial and fundraising reports
- Works with staff to develop and maintain a Board Handbook
- Facilitative leader who synthesizes feedback and provides solution-oriented recommendations to increase organizational capacity, develop infrastructure, and improve program effectiveness

**The ED will represent the organization at conferences, workshops, meetings and other events as needed.**

**Qualities and Qualifications:**

- Demonstrated commitment to the principles and priorities of the NAFSA.
- NAFSA strongly encourages applications from Native individuals, especially those enrolled in federally recognized tribes, who have strong connections to tribal communities. All applicants must demonstrate the cultural competence needed to work with our diverse Native American membership and stakeholders.
- Minimum 3-5 years of experience working in executive or senior non-profit management positions, including a successful record for achieving goals in a growth oriented organization while creating a culture of care for employees.
  - Successful record for fundraising and donor development
  - High degree of financial competency, experience with non-profit accounting and QuickBooks, ability to oversee complex annual budgets
- Well-organized, detail-oriented, and capable of meeting short term deadlines while advancing multiple projects with long term goals.
- Background and familiarity with agriculture, Indigenous food sovereignty, and rural and diverse land-based tribal communities is strongly preferred.
- Creative, demonstrably committed and enthusiastic about equity and justice in Indigenous food sovereignty.
- High level of professionalism, exceptional interpersonal skills, and strong communication skills capable of articulating vision to diverse audiences.
- Willingness to travel periodically to quarterly staff retreats and occasional program events in tribal communities.

**Deadline to apply: April 9, 2021 by 11:59 pm (PDT)**

**Please send your resume and a cover letter expressing your interest to Kayleigh Warren, [info@nativefoodalliance.org](mailto:info@nativefoodalliance.org). Questions regarding this position may also be sent to [info@nativefoodalliance.org](mailto:info@nativefoodalliance.org). For more information about NAFSA, please visit our website at [www.nativefoodalliance.org](http://www.nativefoodalliance.org).**

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*The Native American Food Sovereignty Alliance (NAFSA) is an equal opportunity employer and enthusiastically encourages people from a wide variety of backgrounds and experiences to apply. NAFSA does not discriminate on the basis of race, color, religion, sex (including pregnancy), gender identity, national origin, citizenship, age, mental or physical disability, veteran status, marital status, sexual orientation or any other basis prohibited by law.*