

INTERNATIONAL TRADITIONAL GAMES SOCIETY

EXECUTIVE DIRECTOR JOB DESCRIPTION

International Traditional Games Society is seeking a qualified candidate for its Executive Director position.

DUTIES AND RESPONSIBILITIES:

- Establishes and implements short- and long-range organizational goals, objectives, strategic plans, policies, and operating procedures; monitors and evaluates programmatic and operational effectiveness, and effects changes required for improvement.
- Plans, develops, and implements strategies for generating resources and/or revenues for the organization through grant writing and contributions. Develops and implements integrated strategies for the achievement of enrollment and revenue goals, to include the development of public presentations, proposals, and promotional programs and materials.
- Represents to various institutional divisions as well as externally to the media, governmental agencies, prospective funding agencies and individuals, prospective vendors, and/or a range of constituencies within the community at large.
- Establishes and implements operating budgets and accounting processes for the center; analyzes expenditures, sets pricing structures, and negotiates contracts.
- Oversees all facets of the daily operations of the organizational unit, ensuring compliance with state, and federal laws, policies, and regulations.
- Serves as liaison with staff, students, corporate and civic clients, and program participants on all programmatic and administrative aspects of the program.
- Attends all cultural events as related to the mission.
- Occasional travel will be required.
- Performs miscellaneous job-related duties as assigned.

MINIMUM JOB REQUIREMENTS:

Bachelor's or Master's degree; at least 3 years of experience that is directly related to the duties and responsibilities specified.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Skill in organizing resources and establishing priorities.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Knowledge of marketing strategies, processes, and available resources.
- Skill in the use of personal computers and related software applications.
- Ability to identify and secure alternative funding/revenue sources.

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Knowledge of relevant curriculum requirements and educational standards in area of expertise.
- Advanced verbal and written communication skills.
- Ability to develop and deliver presentations.
- Ability to develop and maintain record keeping systems and procedures.
- Ability to establish and control large, multifaceted operating budgets and cost control processes.
- Ability to plan, organize, and implement executive/management education and training programs.
- Ability to teach as well as provide administrative services in both corporate and academic settings.

The ITGS Executive Director position demands more than job expertise. A background based in tribal culture, language, and history will be required. Connections, contacts, and good relationships with the northwest tribes are needed. ITGS has been highly successful in the past for developing meaningful connections in many different American and Canadian Indian nations. It is imperative that the executive director is humble and respectful to others while supporting the mission.

CONDITIONS OF EMPLOYMENT:

The salary ranges from \$32,00 to \$38,000 depending on qualifications. An academic background will be necessary for business and corporate demands such as but not limited to grant writing and government regulations. This position will be supported by a great benefits package.

Employees in this job title are subject to the terms and conditions of an employment contract. Employment contracts are typically subject to review and renewal on an annual basis.

APPLICATION PROCESS:

Letters of applications must be received by January 15, 2012 for consideration. Send letter of application, complete vitae, and at least three current letters of recommendation to:

International Traditional Games Society
P.O. Box 408
East Glacier Park, MT 59434
Phone: 406.226.9141
Fax: 406.226.9141
e-mail: games@traditionalnativegames.org

International Traditional Games Society is an equal opportunity employer/affirmative action Employer.