



AMERICAN INDIAN LAW CENTER, INC.

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AMERICAN INDIAN LAW CENTER, INC.
EXECUTIVE DIRECTOR
POSITION ANNOUNCEMENT AND DESCRIPTION

FLSA STATUS: Exempt

POSITION TITLE: Executive Director

REPORTS TO: AILC Board of Directors

JOB LOCATION: Albuquerque, New Mexico

SALARY: \$100,000-153,000, depending on experience

CLOSING DATE: May 20, 2022

The American Indian Law Center, Inc. (AILC) is the oldest existing Indian-managed and Indian-operated legal and public policy organization in the country serving to strengthen, promote, and honor self-sustaining American Indian and Alaska Native communities through education, training, and leadership. AILC's mission is to provide training and technical assistance to tribes, tribal organizations, and tribal courts; legal and policy analysis on various issues important to tribal governments; and preparatory legal education to individuals. The AILC is a non-profit 501(c)(3) corporation.

Job Summary

The American Indian Law Center Executive Director communicates long range vision and strategy that enables board, staff, and volunteers to fulfill the mission of the AILC. Directs all operations including the Pre-Law Summer Institute (PLSI), the Southwest Intertribal Court of Appeals (SWITCA) and other training and technical support for tribal leaders and tribal courts; formulates and implements programs and policies adopted by the Board of Directors. Promotes image and reputation of the AILC. Sets strategy for fundraising and development efforts to fund AILC programs and staff salaries.

Leadership

As part of Senior Management:

- Provides strategic and operating leadership in assigned function(s)
- Provides goal setting and program evaluation
- Serves as strategic partner to the Board of Directors
- Ensures effective functioning of the organization's infrastructure
- Be disciplined and passionate in building a talented staff
- Model highly professional behavior and actions including:

- Follow-through on commitments
- Communicate issues or challenges
- Accept feedback
- Support each other

Board Participation

Staff Officer for the Executive Committee

Supervision

This position has supervisory responsibility and creates a unifying workforce vision that brings Team Member Development, Performance Management, and Succession Planning together. Hires, trains, develops, coaches, and appraises staff effectively.

Duties and Responsibilities

The duties and responsibilities listed below are essential to the employee's position.

AILC's Team Members will support the organization's vision and model behavior by:

- Cultivating a positive work environment
- Prioritizing and setting manageable goals
- Being efficient with time at work
- Communicating effectively with management, staff, students, alumni, and visitors
- Being flexible and taking criticism constructively

Team Members will support compliance-related items by:

- Following internal procedures and external regulations
- Bringing compliance issues to the attention of management
- Successfully completing regulatory training requirements periodically
- Working collaboratively in all facets of position to meet position requirements and support organization goals

The Executive Director

- Direct and provide support to the management team to ensure efficient and cost-effective operations.
- Advise, strategize with, and provide leadership to the Board of Directors. Provides written comprehensive reports to the Board members regarding programs, fiscal and organization operations, annual review of the strategic plan and any other issues related to the achievement of its mission.
- Leads financial decision-making, oversees and monitors budget development, proposal-writing, grant management and reporting. Accounts for funds. Develops and implements fundraising efforts according to the strategic plan and needs of the AILC.

- Promote image and reputation in the community through public relations, marketing, and advocacy.
- Hires, trains, develops, and appraises staff effectively. Contributes to staff mentorship and development, communicates performance expectations, complies with employment policies and procedures. Takes corrective action as necessary on a timely basis and in accordance with agency policy. Consults with employment counsel, as appropriate.
- Inspires support of donors, prospects, and volunteers to achieve organization goals.
- Develops new initiatives, partnerships, collaborations to achieve goals.
- Formulate, evaluate, and oversee implementation of needed programs and services in the communities we serve (legal education, tribal communities, professional community) in compliance with licensing, contracts and regulations. Plans and coordinates the development of policies governing AILC's programs.
- Communicates vision, mission and strategies to staff, board, volunteers, and community.
- Conform with all safety rules and use all appropriate safety equipment.
- Performs all other related duties, as assigned. Participates on committees and special projects and seeks additional responsibilities.

Education and Experience Required

J.D. preferred. Bachelor's degree or higher from an accredited institution (preferably in Legal Administration, Law, Nonprofit Management or Business). Minimum of seven (7) years successful association-related experience or other comparable senior-level executive experience. Preferred experience working with a governing board in a public, private, or non-profit organization. Minimum of five (5) years of fundraising/development work for non-profit organizations.

Skills and Abilities

- Requires in-depth knowledge of non-profit management in a legal environment. Is considered a subject matter expert within the organization for running a non-profit organization.
- Plans the work of others and coordinates work with other departments or external agencies.
- Demonstrated experience in managing a group or organization, including operations, staffing, and financial management.
- Ability to read, write, analyze, interpret, and comply with policies, procedures, and regulations.
- Ability to effectively present information and respond to questions from employees, supervisors, managers, and directors. Must have excellent verbal and written communication skills.
- Must possess a high level of interpersonal skills to handle sensitive and confidential situations.

- Position requires demonstrated poise, tact, and diplomacy. Works effectively and relates well with others including superiors, colleagues, and individuals inside and outside of the agency. Exhibits professional manner in dealing with others and works to maintain constructive working relationships.
- Ability to solve problems and deal with a variety of variables in situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule forms.
- Strong attention to detail and well-organized.
- Strong leadership skills with the ability to develop staff. Leads by example: Can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious about assignments.
- Understanding of the value of technological advances in communications, social media, group collaborations, fundraising, and student services.
- Must have flexible scheduling to work hours necessary to fulfill job requirements.

Computer Skills

Microsoft Office 365 environment including formatting and production of word processing documents, spreadsheets, and reports. Ability to use tools and applications for communication, gathering and organizing data, tracking progress, promoting programs, reporting, and video conferencing.

Other

Regular attendance is required. Additional hours including weekends may be required on a regular basis to fulfill duties of position. At times, individual must be able to work in a fast-paced environment with ability to handle and prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee regularly is required to stand, walk, sit, use hand to handle or feel objects, tools, or controls; and reach with hands and arms. The Employee frequently lifts and/or moves up to 10 pounds. Specific vision abilities required by this job include close vision, ability to adjust focus, and manual dexterity in combination with eye/hand coordination. Work environment is subject to interruptions, varying and unpredictable situations and time pressures related to multiple tasks. It also requires regular use of computer keyboard and monitor. There is extensive repetitive motion in using hands/wrists.

The above statements are intended to describe the general nature and level of work performed by people assigned to this job. They are not intended to be an exhaustive list of responsibilities,

duties and skills required of personnel so classified. Other functions may be assigned, and management retains the right to add or change the duties at any time.

Send responsive cover letter and resume by May 20, 2022, to:

Kate Rosier
AILC Board Secretary
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The AILC receives Bureau of Indian Education grants and practices Indian preference in hiring.