

The CIRI Foundation

JOB DESCRIPTION

Position:	<i>President/CEO</i>
Department:	Management
Reports to:	Chair and Board of Directors of The CIRI Foundation
FLSA Status:	Exempt
Date:	March 1, 1999
Revised:	February 3, 2023

General Function: Responsible for directing the overall staff, programs, fiscal and administrative activities of the organization. Works closely with the Board of Directors to develop the Foundation's mission, vision, and strategies. Responsible for the effective use of financial and human resources of the organization.

Major Activities: (Typical Duties/Responsibilities)

1. Develops and ensures that the Foundation's mission, vision, strategic plan, and policies, adopted by the Board, are fully integrated and executed throughout the organization's operations.
2. Leads in the development, implementation, monitoring, and revision of the Foundation's annual work plans.
3. Responsible for oversight of annual budget preparations and internal draft unaudited quarterly financials.
4. Responsible for the oversight of the annual audit process, federal and state tax preparation.
5. Responsible for the oversight of the Foundation's annual insurance coverage renewal process.
6. Responsible for development, recommendations for Board action, implementation, monitoring and revisions of the Foundation's education and heritage programs, consistent with the organization's mission, policies, budget and strategic plan.
7. Reviews and makes recommendations to the Foundation Board on grant project program proposals submitted to the Foundation by other organizations.
8. Hires necessary personnel, supervises, promotes personnel development, conducts evaluations, and makes recommendations for personnel revisions based on organization need and cost effectiveness.
9. Oversight of personnel records and acts as the organizations designated Health & Safety Officer.
10. Responsible for the day-to-day oversight of the Foundation's investment and financial accounts.
11. Responsible for budget development and fiscal management with a track record of leveraging partnership funding.
12. Experience understanding and monitoring a private foundation's IRS-required 5% payout distribution process related to the foundation's fair market value of total assets.

13. Responsible for fundraising and donor relations and leveraging funding. Advocate for Alaska Native people - especially in the areas of education and culture, and engage in work that continues to support students through education access and attainment.
14. Responsible for reporting requirements to other organizations for funds administered by the Foundation.
15. Communicates in a timely manner with the Foundation Board of Directors, and communicates with the Foundation's Beneficiaries and the general public about the Foundation's programs and purposes.
16. Represents the Foundation in communication and cooperation with the non-profit organizations affiliated with Cook Inlet Region, Inc. and with other such organizations.
17. In cooperation with the Chair, works with, encourages, and trains the Board in fulfilling its appropriate role.
18. Prepares narrative and statistical reports on Foundation programs for the Foundation Board and donors for information and decision-making.
19. Reports to the Foundation Chair and Board on a regular basis about the programs and operations of the Foundation.

Skills/Abilities:

- Knowledge and skills appropriate for administration of an educational and cultural heritage foundation and programs with particular knowledge about Alaska Native history and cultures related institutions such as museums, cultural centers, postsecondary institutions, foundations, and trends in higher education and employment opportunities.
- Establishing trusting relationships with the Alaska Native community, Alaska Native leaders, philanthropic organizations, nonprofits, educational institutions, workforce development partners, educators, community partners and other stakeholders.
- Ability to conceptualize, design, and develop programs, consistent with the mission, goals and objectives approved by the Foundation Board of Directors, and motivate and direct others in the achievement of organization goals and objectives, using a team approach.
- Demonstrated experience developing and operationalizing strategies that have taken an organization to the next stage of growth.
- Ability to work effectively with team members, management and the Foundation Board of Directors, regional non-profit Native organizations, Foundation beneficiaries and the general public.
- Understanding of private foundation IRS rules and requirements according to GAAP statues.
- Understanding of endowments, complex investments, financial statements, temporarily restricted and permanently restricted donations.
- Understanding of intermediary grant-making practices, including expenditure responsibility agreements.
- Promote the delivery of services in the most efficient and cost-effective manner possible.

- Advocating for Alaska Native people in the areas of education, culture and heritage.
- Excellent oral and written communication skills; public speaking skills; ability to problem solve and think critically.
- Knowledge of modern management practices and supervisory techniques.
- Proficient in the use of computers and word processing programs including; MS Office, Outlook, Word, Excel, PowerPoint, Access, Teams, GoTo Connect, Zoom, and FileMaker Pro.
- Experience with managing a hybrid workplace and remote team members.
- Demonstrated knowledge and understanding of the social, health, education, training and cultural needs of the Alaska Native and American Indian community.

Minimum Experience:

Bachelor’s degree in business, education or related field and ten (10) years progressively responsible experience in the management of education, cultural or corporate human relations programs or any combination of training and experience that provides the required skills, knowledge and abilities to administer a non-profit education and cultural heritage foundation. Master’s Degree Preferred.

Required Contacts:

Chair, TCF	President, CIRI
Board of Directors, TCF	Board of Directors, CIRI
Staff, TCF	CIRI non-profit organizations
TCF Student Beneficiaries and Families	CIRI Village/Tribal Representatives
CIRI MIS and CITC IT Staff	Donors to foundation
Members of the public and business	Outside suppliers and vendors

JOB DESCRIPTION APPROVAL:

Employee: _____ Date: _____
(Signature)

Supervisor: _____ Date: _____
(Signature)