



EXECUTIVE DIRECTOR

The National American Indian Housing Council (NAIHC) is seeking a highly qualified individual to serve as full-time Executive Director based in its Washington, DC headquarters.

Job Description: The Executive Director is responsible for providing leadership of this national membership association which also provides training and technical assistance to tribal housing providers. The Executive Director will execute strategy, objectives, and goals to address its established mission and vision as endorsed by the Board. This senior level position oversees all business operations, programming, and resources including overseeing the budget and finances of the organization and build an effective team of leaders who can lead and manage critical departments. The Executive Director serves as a spokesperson on behalf of the organization with local, tribal, state, national and international public and private leaders and representatives. The Executive Director maintains communication and works closely with industry advocates, housing organizations and government agencies and its members – tribal housing authorities, tribal housing departments and tribally-designated housing entities across the United States. The position reports to the NAIHC Board of Directors.

Qualifications: Graduate degree preferred with 3 years of experience in management, personnel supervision, and advocacy; or a Bachelor's degree preferred with 5 years of progressive experience in upper management and advocacy; or equivalent work experience. Must have an excellent working knowledge of Indian housing programs/operations and demonstrated leadership in the development of a political strategy. Extensive background working in or with tribal governments and/or programs. Excellent writing and oral communication with extensive public speaking ability. Experience and ability to establish and maintain excellent working relations with Congress, the Administration, and national/regional tribal organizations. Experience in non-profit management and audit requirements, particularly those related to 501(c)(3) nonprofit membership associations, government contracting, and support. Must be able to prepare detailed reports and general business correspondence.

Salary: Salary level depends on experience. NAIHC offers an excellent benefit package.

Enrolled Members of a Federally-Recognized Tribe: NAIHC is an equal opportunity employer. However, NAIHC will provide consideration in its employment practices to persons who are members of federally-recognized Indian tribes and Veterans to the extent permitted or required by law. Persons wishing to be considered under this policy must provide a duly authorized certificate of tribal enrollment.

Interested applicants should submit a cover letter, resume/vitae, and 3 professional references to the NAIHC Interim Executive Director at jdiehl@naihc.net or mailing to the address shown below. Candidates selected for interviews must be available for face-to-face interviews upon request. Open until filled.