



CEO POSITION  
PROSPECTUS



*An overview of NAYA Family Center, this unique leadership opportunity,  
and the desired qualifications of candidates*

## Table of Contents



<b><i>About NAYA Family Center</i></b>	<b>3</b>
History	3
Today	3
Our Home	4
Mission and Vision	4
Programs and Services	5
Organization	6
Impact	6
Values	6
Relational World View and Strategic Plan	7
Organizational Leadership	8
<b><i>The Opportunity</i></b>	<b>9</b>
Responsibilities	9
Ideal Candidate Profile	11
Location	12
Salary	12
Benefits	12
How to Apply	12
Hiring Timeline	12
Equity and Inclusion	12

## About NAYA Family Center

### HISTORY

The **Native American Youth and Family Center (NAYA)** is a 501(c)(3) nonprofit organization that is unparalleled anywhere in the United States.

NAYA was founded in 1974 by parent and Elder volunteers who created a place for youth to engage in sports and recreation. These parents and Elders were frustrated with graduation rates and the lack of opportunities available to their Native children. They had a better vision for their community. Their idea was to support youth so they were able to take charge of their education and their destiny. They started with basketball and then came after-school sports, arts, mentoring and education support.



### TODAY

Today NAYA is a powerhouse. We have become a model for community based organizations for Native people and beyond. Through our partnership with the Siletz Tribe, we are the first organization in the Pacific Northwest to implement tribal preference in housing that's outside a reservation setting. This year, we will open our own property management company, further strengthening our housing prowess. We will also open a shelter with culturally specific wraparound services that will end the cycle of homelessness. This year, too, we are providing leadership to the Reimagining Justice in Cully Neighborhood program. Our high school, Many Nations Academy, is thriving and has full enrollment.

In the last few decades, we have become a powerful advocacy organization, giving strong voice to the priorities of Native people at the local, state, and national level through our 501(c)(4) NAYA Action Fund and our Political Advocacy & Community Engagement (PACE) work. Read more about [our legislative priorities](#).

And of course, NAYA is still a gathering center for Native people to practice tradition, teach culture, and build community, infant to Elder. We still provide after-school sports, arts, mentoring and education support. These important programs work as well now as they did for our first youth in 1974.

Visit [nayapdx.org](http://nayapdx.org).



## OUR HOME

We believe our ancestors would be proud of today's NAYA Family Center. The Chinook people were the original inhabitants of the land upon which our main campus sits. Neerchokikoo, a Chinook trading village along the Columbia River Slough was here, so NAYA is here for a reason. We recently completed our [Return to Neerchokikoo campaign](#) and we now own our 10-acre campus outright.

Our campus includes offices and our Native American high school, Many Nations Academy, and a large community and wellness garden where we grow traditional foods and medicines. We are next to a wetland of the Columbia River watershed, an environmental jewel with vibrant wildlife. We can now say that this land is a permanent home to the Native community.



## MISSION AND VISION

We are youth centered, family driven, and Elder guided. It is our mission to enhance the diverse strengths of our youth and families in partnership with the community through cultural identity and education.

NAYA's vision of Portland's Native community in 50 years is one in which the Portland region has a large, growing, and proud Native community grounded in its traditional worldview. Its united and connected community celebrates its multicultural and multi-tribal heritage as a source of strength. Its healthy community understands the connection between environment, culture, spirituality, and wellness. Its economically secure families thrive and live in homes that provide stability and a place to practice culture and connection to community. Its successful businesses support the entire Native community and its prosperity.

*We practice the value of generosity by putting the community before the individual and honoring each other through service and respect.*

— from Giving (Values)

## PROGRAMS AND SERVICES

We provide a continuum of self sufficiency and education programs across five major areas:

### Many Nations Academy

The Many Nations Academy (MNA) is NAYA's private, alternative high school serving 9th to 12th graders, ages 14-20. Operating in partnership with the Portland Public Schools district, students benefit from our culturally appropriate and student centered learning environment that infuses standard curriculum with a Native perspective while promoting the cultural identity of all students, 98 percent of whom are students of color.

### Youth and Educational Services

Providing a suite of academic and social opportunities to grade school, middle school, and high school students, Youth and Education Services (YES) helps youth reach their full potential. YES programs include Cultural Arts, Youth Advocacy and Engagement, Health Equity, Food Sovereignty, Gang Prevention, After School Learning Center, College and Career Center, Workforce Development and scholarship programs, Spring and Summer Camps and a number of community events.

### Family Services

NAYA's wraparound services include programs that are essential to the health and wellbeing of our families when times are difficult. Programs include early childhood support services and Early Head Start programs. Our foster youth and kinship family programs provide support for youth and parents in out-of-home placements and ongoing support for youth aging out of the foster care system. Our Healing Circle offers confidential support for people escaping domestic violence situations. Our Elders Services offer congregate meal service, emergent case management, and exercise programs that help our Elders remain healthy and safe in the aging process.

### Housing and Stabilization Services

Working to help community members stay warm and safe in their homes, NAYA offers rental assistance, energy assistance, and supportive housing services that help households — those experiencing homelessness and those that are at high risk of homelessness — to find housing options, and the wraparound supports needed to retain housing. A new shelter for Indigenous families experiencing homelessness will open in 2024 in Milwaukie, with multiple pathways back to permanent housing for shelter guests.



### Community Development

Promoting prosperity for our community members, NAYA Family Center offers several programs to support economic well-being, including Individual Development Accounts (IDAs), financial wellness classes, small business microenterprise classes, business development coaching, civic engagement and advocacy, homeownership, and over 380 units of affordable housing across seven locations.

## ORGANIZATION

We employ 175 staff members from hundreds of tribal backgrounds across North America. Seventy-four percent of our staff identify as people of color and 55 percent of our staff identify as Native American or Alaska Native. Six Directors plus the Chief Operating Officer (COO), Chief Financial Officer (CFO), and CEO serve as NAYA's leadership team. We manage an annual budget in excess of \$20M.

## IMPACT

Each year, NAYA programs serve over 10,000 people from more than 380 tribal backgrounds. While we provide culturally specific services and Native people represent a large percentage of our clients, we serve people of all backgrounds who qualify for our services.

*NAYA's vision of Portland's Native community in 50 years is one in which the region has a large, growing, proud community grounded in its traditional worldview.*

— from NAYA Family Center Strategic Plan

## VALUES

We believe that traditional cultural values are integral to regaining sovereignty and building self esteem. NAYA respects the environment, places the larger community before the individual, and involves Elders.

In 2003, at a staff retreat in Silver Falls, Oregon, the NAYA staff came together to identify our core values. In 2006, Portland Elders, the board, executive leadership, staff, community and youth met to decide how we would live these values in our building and in the NAYA community across Portland.

We used a consensus process to name and define these values. Elders and youth from the Early College Academy (now Many Nations Academy) worked together to refine the definitions. Final edits were made at a NAYA staff retreat.

These values are the work of community and staff. This is a journey we have only begun, but it is one that will never end because we are an ever-changing community.

**Respect** – We believe in individual responsibility to show love, acceptance, and kindness to everyone.

**Balance** – We value the importance of maintaining the many interrelating parts of our lives and adapting to bring together old and new ways.

**Pride** – We show our pride by honoring our ancestors and our heritage, feeling good about ourselves and our people, and taking care of each other.

**Giving** – We practice the value of generosity by putting the community before the individual and honoring each other through service and respect.



**Community** – We value the interconnection that we have with each other, our environment, and our shared traditions. We work collectively to honor the needs of the community rather than the individual in order to create a safer environment of caring, communication, and respect.

**Tradition** – We follow the practice of honoring and passing on our ancestors’ teachings. We believe that all tribes and cultures bring valuable and important contributions to our community.

**Kindness** – We are mindful of how we relate and how our behaviors affect others. We strive to live in a compassionate, gentle, caring, and trustworthy way toward one another and our community.

**Accountability** – We own our responsibility for our actions and the results of those actions. We are responsible for how we speak to and relate with each other, and we admit it when we make mistakes.

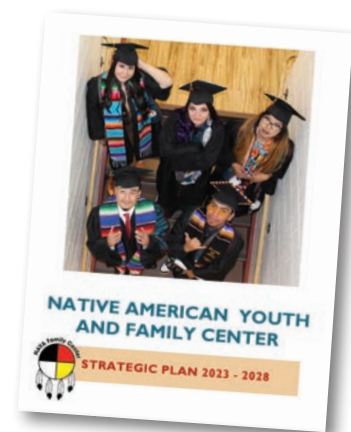
**Diversity** – We embrace the diversity of our community and practice openness, pride, and sharing to honor our differences.

**Leadership** – We value and encourage the many kinds of leadership that we can exhibit. We promote the growth of all of the many positive forms of leadership that our community exhibits.

## RELATIONAL WORLD VIEW AND NAYA’S STRATEGIC PLAN 2023-2028

The Relational Worldview Model, developed with Terry Cross of National Indian Child Welfare Association, is at the heart of our Strategic Plan. Terry Cross describes the model as a “reflection of the Native thought process and concept of balance as the basis for health, whether that is an individual, a family, or an organization.”

Read [NAYA’s Strategic Plan](#).



## ORGANIZATIONAL LEADERSHIP

NAYA's Board of Directors provides capable and active oversight of the organization.

Meet [NAYA's board members](#).

### *Tamara Henderson, Chief Operating Officer*



Tamara Henderson has been an activist and advocate for racial justice, equity, and college access for more than 20 years. She is an enrolled member of the Laguna Pueblo tribe. After serving as the Executive Director of the Oregon Student Association, she joined NAYA and soon became the College and Career Coordinator.

Tamara then served as NAYA's Director of Youth and Education Services (YES) before being promoted to the organization's first Chief Operating Officer where she now oversees Operations including HR, IT, Data and Evaluation, Community Reception, the NAYA Kitchen, as well as the YES and Housing and Stabilizations Services Departments. She has worked for NAYA for more than 13 years.

Tamara currently serves as the president of the Oregon Indian Education Association and sits on the Oregon Student Foundation Board. She also chairs the American Indian/Alaska Native Advisory Committee for the Oregon Department of Education's Office of Indian Education. She is Vice Chair of Oregon's Coalition of Communities of Color.

Tamara earned her degree in Communication Studies from Southern Oregon University. Even today, she continues to work for the university's Konaway Nika Tillicum pre-college program for Native American youth.

### *Katherine Lim-Pedery, Chief Financial Officer*



Katherine joined NAYA in 2022 with 25 years of fiscal management experience across a spectrum of nonprofit organizations.

Prior to NAYA, she served as the Chief Financial Officer for a federally qualified community health center providing services to families across Southwest Washington. She also worked for Mercy Corps, an international humanitarian organization headquartered in Portland, Oregon.

Katherine's nonprofit finance leadership experience includes building solid financial oversight systems, developing financial management strategies, and building and mentoring strong finance teams.

Along with her professional experience, Katherine is passionate about social service and social justice for communities of color. She has devoted her career to supporting these goals by helping to build stronger and more resilient organizations. In her personal time, Katherine supports a number of environmental and social justice organizations, and she has served on the board of the Korean American Citizens League.

Katherine earned her MBA from Willamette University and her bachelor's in Accounting from Foster School of Business at University of Washington.



## Oscar Arana, Interim Chief Executive Officer



Oscar Arana, Chichimeca, has worked for NAYA for more than 13 years in various leadership roles including Community Development Director, Director of Development and Communications, and Education Manager.

During his tenure as Community Development Director, NAYA's affordable housing portfolio nearly tripled to 282 units. As well, NAYA established the Pacific Northwest's first tribal preference policy for housing outside a reservation setting.

Oscar has 20 years of experience working in culturally specific, community based organizations including the Immigrant and Refugee Community Organization and El Programa Hispano. His experience includes working for Oregon U.S. Senator Ron Wyden as his Multnomah County Field Director, working as a television news producer in Yakima, Washington, and reporting for the Associated Press in Mexico City.

Oscar was appointed by Governor Kate Brown to the Oregon Health Policy Board where he served for seven years, including four as Chair and Vice Chair. Oscar is a graduate of the University of Oregon's Executive MBA program and School of Journalism and Communications.

*We value and encourage the many kinds of leadership that we can exhibit.*

— from Leadership (Values)

## THE OPPORTUNITY

NAYA's **Chief Executive Officer** is the top leader of one of Portland's oldest, largest, and most respected nonprofit organizations.

The CEO will have substantial internal and external facing responsibilities. They must be able to forge strong and lasting relationships, achieve results through others, and serve as one of the highly visible leaders of Urban Native people in the Pacific Northwest.

## RESPONSIBILITIES

### Leadership, Strategic Vision, and Board Management

- Collaborate with the board of directors and leadership team to update and publish NAYA's Strategic Plan.
- Implement the Strategic Plan by setting priorities, allocating resources and providing direction.
- In partnership with the board, build a diverse and effective board that is highly engaged and willing to leverage



relationships and secure resources for NAYA's benefit.

- Cultivate a trusting and transparent working relationship with the board including providing open communication about performance against goals and organizational challenges.
- Provide inspirational leadership to staff. Develop a clear view of what your staff needs. Take the time to meet every staff member.
- Be a constant and visible role model of NAYA's values.

### **Financial Resources Development**

- In collaboration with the board of directors, establish financial sustainability plans (as part of the Strategic Plan) that will ensure the long-term viability and fiscal health of NAYA.
- In coordination with the Director of Development and Communications, establish a fundraising plan that complements the Strategic Plan. Conduct capital campaigns and establish an endowment.
- Build lasting relationships with funders, donors, foundations, and corporate partners.
- Take the lead at fundraising and other public events, inspiring confidence in the NAYA organization.

### **Community Engagement and Advocacy**

- Participate in Native events across the region and get to know our people. Sit with Elders.
- Establish partnerships with organizations and agencies that advance the NAYA mission.
- Stay current on data and research related to the shared priorities of Portland's Native community and communities of color.
- Advocate for policy change and new resources at the local, regional, and national level, and ensure alignment with the NAYA Action Fund 501(c)(4).



### **Strengthening Infrastructure**

- Ensure the delivery of high quality, culturally responsive programs and services. Strengthen program connectedness with communities who live at our affordable housing properties.
- Maintain the campus and its evolving uses as the heart and hub of the Native community.
- Grow the organization to meet its strategic plans. Ensure the hiring of exceptional talent.
- Invest in the organization's leaders with the goal of every staff member having a talented and compassionate supervisor.
- Facilitate internal communications with the aim of every staff member feeling as if they know what is happening, generally, around the organization.
- Oversee the financial health of the organization including developing financial plans and priorities, monitoring the budget, and ensuring sound financial controls are in place.
- Promote a work environment that supports and inspires every NAYA employee.

## IDEAL CANDIDATE PROFILE

We seek a thoughtful, decisive leader with a successful track record of leadership. Experience leading a group or organization with a broad community mission is required.

- A bachelor's degree with a minimum of 10 years of leadership experience is required. Experience as a CEO or Executive Director is strongly preferred.
- Experience working with the Native American community, including working within a tribe, board, or other Native organization is required.
- Experience with board development, fundraising, and grant management is strongly preferred.
- Experience with affordable housing development or other tax credit projects is preferred.
- Experience making large and substantive decisions for your organization, e.g., funding decisions, partnering decisions, and decisions about your organization's scope and commitments.
- Ideally, experience with programs and services for communities that have historically been underserved.
- Extraordinary communication skills, including the ability to inspire and persuade groups of all sizes.
- Knowledge of Native American history; understanding of the diversity of the American Indian/Alaska Native community; understanding of issues surrounding the Urban Native experience.
- Strong decision making skills and the ability to make sound decisions quickly and with imperfect information.
- Coalition building skills. The ability to connect funders, government organizations, nonprofit partners, and community members and bring groups to consensus.
- Organization skills such as setting priorities, hiring talented and diverse teams, reorganizing teams, and starting up new functions.
- A strong relationship orientation. Deep connections in the Native or nonprofit community. The ability to establish trust and build new relationships quickly.
- True enjoyment of group activities such as fundraisers, convenings, government meetings and informal gatherings, including the ability to lead these.
- Strong financial skills. An understanding of which budget and financial data an executive must manage closely and how to partner successfully with a capable CFO.
- The strongest commitment to ethical conduct and the ability to inspire this in others.



## LOCATION

This position is located in Portland, Oregon. Living in the Portland metropolitan area is required, due to NAYA's leadership role in Portland and the Pacific Northwest community.

## SALARY

Compensation is commensurate with experience. You are encouraged to contact [Stephine Poston](#) for an informal conversation about compensation.



## BENEFITS

- 100% employee medical, dental, and vision; affordable plans for family members
- 401k retirement plan with 6% match
- Paid vacation, increasing with tenure
- Paid sick leave
- 14 paid holidays
- Cell phone and plan
- Relocation reimbursement of up to \$15,000 for allowable expenses

## HOW TO APPLY

NAYA has retained [Poston and Associates](#), a Native woman-owned firm, to lead this recruitment.

To apply, email your resume and cover letter describing your interest in the role to Stephine Poston at [StephPoston@msn.com](mailto:StephPoston@msn.com). We welcome inquiries and invite you to contact Stephine directly (by email or at 505-379-6172) if you would like to have an informal or confidential conversation in advance of applying.

## HIRING TIMELINE

Review of applications will begin immediately, so you are encouraged to reach out to Stephine at your earliest convenience.

Applicants who apply by **May 17, 2024** will be given first consideration and first consideration interviews will begin on June 3, 2024.

Position start date is negotiable.

## EQUITY AND INCLUSION

NAYA is committed to building a work environment that respects and inspires every community member. Our mission is to serve Urban Native youth and families, so we strongly encourage Native people to apply. We encourage applications from members of other historically marginalized groups, as well, including women, people of color, those with disabilities, members of the LGBTQ+ community, and those who have served in the military. ■