



DIRECTOR OF OPERATIONS

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

Job Description: This highly responsible position serves in a senior leadership role in managing organizational operations in the areas of accounting, finance, grants management and supervision. The Director of Operations reports directly to the Executive Director and provides support in these primary areas: reviews and analyzes financial statements and internal operational reports; oversees record keeping and completion of the annual independent audit; works with the accountants and the auditor to ensure adherence to generally accepted accounting principles; works with the leadership to draft and track the annual departmental and organizational budgets; assists in writing and submitting grant requests to government, foundation and corporate funders; ensures the appropriate recording and use of grant funds; works with all funding sources to build long-term relationships and continued organizational support; ensures that social media, website, member emails and eLearning platforms are current and maintain a high level of professionalism; supervises line staff, approves all staff training and oversees application and adherence to office policies.

Qualifications: Bachelor's degree preferred or equivalent work experience (and an advanced degree preferred) with a concentration in business, finance or accounting. Also experience in audits, financial statement preparation and analysis, internal controls, policy development, HR, and the management of grants is preferred. Must possess excellent supervisory and planning skills, as well as strong written and oral communication skills. Background and experience relevant to this position include preferred experience in Deltek Costpoint and General Ledger applications.

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 Program Director at LRETKA@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.