



The United Indians of All Tribes Foundation (UIATF) is a non-profit organization working to provide vital social, cultural, and educational services to Seattle's American Indian/Alaska Native community as well as all communities in need.

POSITION SUMMARY

United Indians of All Tribes Foundation has grown rapidly over the last 10 years, and the Board of Directors (BOD) and The Executive Director (ED) are looking for a mission-focused, seasoned, strategic, and process-minded leader with experience scaling an organization, leading an executive management team, and developing a performance-based culture among a group of diverse, talented individuals. The COO must be a leader who is able to help others at United Indians deliver measurable, cost-effective results that make the mission and vision of the organization a reality. Most importantly, the successful COO will have the skills, sensitivity, and personal confidence to tap into the power that each member of the team brings to this mission. While it is essential that the COO bring efficient and effective systems to increase the productivity of the organization, it is also critical that the team retain the creative spark that drives United Indians of All Tribes Foundation.

RESPONSIBILITIES

Reporting to the Executive Director of United Indians, the COO will lead all internal operations and will have the following responsibilities:

- Working in partnership with the Executive Director and the Board of Directors, create the strategic five-year plan and implement new processes and approaches to achieve the goals outlined in the plan.
- Serve as the internal leader of the organization:
 - Coordinate the annual operations plan and budget.
 - Lead the performance management process that measures and evaluates progress against goals for the organization.
 - Provide for all staff a strong day-to-day leadership presence; bridge operations and support an open-door policy among all staff.
- Lead and manage the organization's Program Managers, who have the following responsibilities and goals:

Chief Operating Officer

Job Title

5011 Bernie Whitebear Way
Seattle, WA 98199

Location (address)

\$110,000 - \$130,000 annual,
Depending on Qualifications

Wage

Full-Time, Salary

Schedule

\$10,000.00 Moving Cost / Medical
Insurance / Dental Insurance / Vision
Insurance / Paid Vacation Leave /
Paid Sick Leave / Paid Holidays /
Employee Assist Program

Benefits



- Individual program management and development.
 - Manage fundraising efforts, methods, and campaigns for all areas of development.
 - Manage facility rentals, fees and service contracts.
 - Human resources and development.
 - Identify program growth opportunities and priorities.
 - Communicate the organization’s message internally and externally.
- Program:
- Increase and document key impact measurements.
 - Ensure that all programmatic partners work collaboratively.
 - Develop curriculum, tools, and training that meet staff needs and objectives.
- Finance, Technology, and Human Resources:
- Produce and implement a “Balanced Scorecard” metric throughout the organization.
 - Cultivate the values of United Indians within the organization.
 - Instill a human capital development and “coaching” culture within United Indians; upgrade human resources functions including: training, development, compensation and benefits, employee relations, performance evaluation and recruiting.
 - Develop an accounting system that provides United Indians with quick access to financial information and enables strategic budgeting.
 - Analyze the current technology infrastructure and scope out the next level of information technology and financial systems that support the growth of specific programs and the organization overall.
- Work and communicate directly with Board of Directors:
- Present to the board at quarterly meetings and assist board committees when needed.

KEY QUALIFICATIONS

As a prerequisite, the successful candidate must believe in the core values of United Indians of All Tribes Foundation, and be driven by the mission. The candidate should demonstrate a passion for breaking new ground to lead social and cultural change. Beyond that, we are seeking a candidate that has proven experience in scaling a multi-site organization and a demonstrated ability to both lead and build the capabilities of a driven, bright, diverse team.

The successful candidate will most likely have had management experience with a for-profit organization. As noted, this is an organization driven by the values of its people, so experience in managing a “values-driven” organization will be highly prized.



- Results-proven track record of exceeding goals and a bottom-line orientation; evidence of the ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment; high level of business acumen including successful P&L management; the ability to balance the delivery of programs against the realities of a budget; and problem solving, project management, and creative resourcefulness.
- Strategic Vision and Agility—ability to think strategically, anticipate future consequences and trends, and incorporate them into the organizational plan.
- Capacity Building—ability to effectively build organization and staff capacity, developing a top-notch workforce and the processes that ensure the organization runs smoothly.
- Leadership and Organization—exceptional capacity for managing and leading people; a team builder who has experience in scaling up organizations; ability to connect staff both on an individual level and in large groups; capacity to enforce accountability, develop and empower top-notch leaders from the bottom up, lead from the top down, cultivate entrepreneurship, and learn the strengths and weaknesses of the team so as to put people in a position to succeed.
- Action Oriented—enjoys working hard and looks for challenges; able to act and react as necessary, even if limited information is available; not afraid to take charge of a situation; can overcome resistance to leadership and take unpopular stands when necessary.
- General Management—thorough understanding of finance, systems, and HR; broad experience with the full range of business functions and systems, including strategic development and planning, budgeting, business analysis, finance, information systems, human resources, and marketing.
- Solid educational background—undergraduate degree required; MBA or similar advanced degree highly desired.

ADDITIONAL QUALIFICATIONS:

- Exceptional written and oral communication skills, strong MS Office suite skills.
- Possess the skill and ability to work independently, maintain a schedule with the flexibility to work weekends overseeing planned events, and maintain regular contact/coordination with development team.
- Able to develop and manage workplans, track and meet deadlines, and write detailed reports.
- Adept at data management and analysis, including learning new data systems.
- Familiarity with Native communities and history is essential.
- Reliable personal transportation, driver's license and auto insurance required for work related travel.
- Knowledgeable about digital marketing and social media advertising/networking.
- Excellent scheduling and time management skills.
- Completed up to date COVID vaccination or acceptable exemption.



COMPENSATION

This is an outstanding opportunity for a highly motivated professional to assume a pivotal role in the evolution of a fast-growing, highly respected organization. We are seeking an individual of outstanding quality with a respected track record. United Indians is prepared to offer a very attractive compensation package, including a competitive base salary as well as comprehensive medical and dental benefits, 401(k), and vacation benefits.

AMERICANS WITH DISABILITY SPECIFICATIONS 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 occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must also be able to drive during the day time and at night. When visiting client homes, driving to the office, and driving to outreach and group connection events, the employee may be exposed to a range of King County weather conditions and changing noise levels. The noise level in the office work environment is usually moderate.

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. This description reflects management’s assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time. United Indians of All Tribes Foundation is an at-will employer.

Hiring period		To Apply
Starts: 4/3/2023	Ends: UNTIL FILLED	
Active recruitment for this position will not begin until the period outlined above. Applicants are welcome to submit application documents before hiring period.		Complete our employment application .
		For questions please email our HR team at jobs@unitedindians.org
		United Indians of All Tribes Foundation is an Equal Opportunity Employer