

Returning the Gift Executive Director

Salary: \$45 for full time work

Position

The Executive Director is the key management leader of Returning the Gift. Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for RTG staff, programs, expansion goals, and execution of its mission. They will retain strong knowledge of the indigenous scholars/literary field, core programs of both RTG and NWCA, daily operations of a large-scale literary conference, and have ample experience with business plans. Other key duties include fundraising, marketing, and community outreach.

Responsibilities

Board Governance

- Responsible for leading Returning the Gift in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Develop, maintain, and support a strong Board of Directors: serve as ex-officio of each committee, seek and build board involvement with strategic direction for both ongoing local operations as well as national

Leadership & Management:

- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals
- Actively engage and energize Returning The Gift volunteers, board members, event committees, alumni, partnering organizations, and funders
- Lead, coach, develop, and retain Returning the Gift senior management team. Ensure effective systems to track progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents

Fundraising & Communications:

- Expand local revenue generating and fundraising activities to support existing program operations and regional expansion while simultaneously retiring building debt
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand
- Use external presence and relationships to garner new opportunities
- Responsible for the fiscal integrity of Returning The Gift, to include submission to the Board of a proposed annual budget and quarterly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a

positive financial position.

Planning & New Business:

- Design the national/international expansion and complete the strategic business planning process for program expansion
- Build new partnerships and collaborative efforts
- Establish relationships with funders, literary organizations, political leaders, education administrators, tribal representatives, and community leaders
- Be an external local and national presence that publishes and communicates program results with an emphasis on the successes of the local programs as a model for regional and national replication

Qualifications

The ED will be thoroughly committed to Returning the Gift mission. All candidates should have proven leadership, coaching, and relationship management experience. Concrete demonstrable experience and other qualifications include:

- Advanced degree, ideally an MFA and/or PhD in literary/creative writing or indigenous studies, with at least 10 years of management experience; track record of effectively leading and regionally and/or nationally scaling a performance- and outcomes-based organization and staff; ability to point to specific examples of having developed and utilized strategies that have taken an organization to the next stage of growth
- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to coach staff, develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Transparent, visionary, and high integrity leadership
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed