

JOB DESCRIPTION

JOB TITLE:	Executive Director, Chippewa Ottawa Resource Authority (CORA or successor entity)
DEPARTMENT:	Administration Exempt
CLASSIFICATION:	Full Time, Regular
SUPERVISES:	All Assigned CORA (or successor entity) Team Members
REPORTS TO:	CORA Board (or successor entity)
COMPENSATION:	Executive Level ~ Commensurate with Relevant Education and Experience
POSTED:	Open Until Filled
SUBMITTAL:	Chair, Chippewa Ottawa Resource Authority (To be decided)

POSITION SUMMARY:

Under the general policy level oversight of the CORA Board (or successor entity), the Executive Director ensures CORA Team Members and resources are aligned with the mission and goals of CORA. The Executive Director is responsible for administration of operations and strategic plan of the organization, and leads the day to day operations including but not limited to the following: guiding and directing operations to ensure efficiency, quality, service, and cost-effective management of resources and performing all administrative and management functions.

BROAD ESSENTIAL FUNCTIONS: (includes, but is not limited to, the following)

- **Administration:** Lead CORA Team Members in administering comprehensive operations for benefit of the interests of CORA member tribes. Includes: planning, development, implementation, evaluation, and compliance monitoring and reporting. Ensure CORA Team Members operate programs in compliance with established policies and procedures; licensing, grant, and contract requirements; and all applicable State and federal laws.
- **Strategic Implementation:** Facilitate the development, implementation, modification, and evaluation of the overall CORA strategic plan. Ensure that Direct Reports develop and carry out strategic plans for their respective assignments are aligned with the overall strategic plan. Includes: needs assessments, segmentation analysis, and plan of action.
- **Fiscal Responsibility:** Ensure overall fiscal management of CORA operations. Includes: reviewing financial statements and analytical reports, overseeing the budget process, working with Direct Reports to address budget compliance issues, presenting reports and/or directing the preparation and presentation of reports to the CORA Board.
- **Grants Management:** Oversee funding acquisition, grant administration and compliance. Acts as signature authority on grant documents and related operational functions up to the CORA Board designation of signature authority level. Addresses non-compliance issues with Director Reports to ensure corrective action.
- **Human Resources:** Supervise Direct Reports, communicate clear expectations, ensure accountability, enhance the leadership capacity of the CORA Team through professional

development, and facilitate collaboration and mutually supportive relationships both internally and externally.

ESSENTIAL SPECIFIC DUTIES: (includes, but is not limited to, the following)

- Responsible for the overall development, administration, and proper use of contracts and budgets necessary for the operation of CORA and subordinate instrumentalities.
- Prepares all financial reports as required for the organization's contracts.
- Responsible for ensuring compliance with BIA and Self Governance for all financial reports, modifications, etc.
- Responsible for the supervision and direction of CORA administrative, Biological Service Division and Environmental Team Members, and oversees operation and maintenance of the CORA office and associated properties.
- Prepare and present written and/or oral proposals and testimony that to secure operational and special (grant) funding for CORA programs and related activities.
- Follow and address directives from CORA and its subcommittees; expected to exercise initiative and independent judgment in the performance of duties within policies and procedures established by CORA.
- Develop, and recommend activities and strategies that promote CORA and its programs.
- Inform and advise CORA Board and its subcommittees regarding federal, state, and public concerns or actions that relate to treaty rights issues.
- Serve as a primary contact for CORA with federal and state legislators and administrators, as well as with other tribes, agencies, institutions, and commissions ensuring that CORA interests are protected and promoted.
- Supervise preparation of program purchase orders and equipment purchases.
- Management of procurement procedures including bid invitations for major purchases.
- Supervise inventory of program equipment and supplies.
- Develop and seek approval of resolutions for funding internal and external.
- Responsible for Tribal Environmental Training financials, expenditures and reports.
- Performs at least annual site visits to access sites with State of Michigan and Federal Departments to ensure compliance of Use Permits and Agreements; responsive to complaints and problems that arise with CORA access site, State and Federal access sites; seeking bids for repairs for CORA, State and Federal access sites as needed.
- Maintains a history of funding for COTFMA, CORA and successor entities including all assets, origin of funding and documenting any restrictions or covenants.
- Responsible for fiscal accountability of all contributions to and transactions of the CORA employees' retirement plans.
- Oversees and ensures insurance coverage for CORA properties.
- Oversee payroll management and processing; recording sick/vacation time, maintain payroll ledgers and prepare fiscal year pay scale.
- Oversee management of all necessary financial information in the books of original entry

and general ledger posting. Prepare tribal balances for all contracts administered.

- Oversees management of all receipts for deposit into the organization's accounts and bank reconciliation on checking and saving accounts.
- Oversees accounting files for purchase orders and billings; prepares travel vouchers.
- Responsible for personnel records compliance with CORA personnel policies and procedures.
- Responsible for records of personnel travel and reporting requirements.
- Responsible for ensuring compliance with procurement policy for organization.
- Maintains and prepares files/correspondence for annual audit and assists CPA with yearend budget balance preparation for audit.
- Responsible for updating and sending contributions for all CORA Team Members for Life, Health and Disability insurance.
- Prepare agendas, packets for CORA and communicate to CORA Board for all meetings and Executive Council meetings.
- Oversee issuance of CORA boat and snowmobile registrations for tribal fishermen, tribal Conservation and Biological Departments.
- Oversee grants management and ensure reports are submitted on time.
- Work with the Consent Decree Law Enforcement Tribal Representatives and Assigned CORA Legal Counsel to establish contracts with authorized commercial captains and/or other approved fishermen for removal of identified abandoned trap nets; ensure reports or notifications are submitted by Law Enforcement on abandoned nets being removed and ensure funds are administered to the contracted fishermen upon nets being removed.
- Responsible and oversee scheduling of HACCP Trainings as necessary by setting dates; contacting instructors for training; serving notice on HACCP Training dates, collecting applications from attendees and forwarding applications to head HACCP instructor for preparation of training; prepare payment for HACCP training manuals for attendees; schedule accommodations for training site and lodging arrangements for instructors and attendees.
- Performs additional duties as assigned by CORA Board (or successor entity).
- Executive Director hired understands that additional duties or alignment of duties are subject to change as decided by successor entity.

SHARED ACCESS DUTIES (Began May 2003; May be Delegated)

- Work with CORA Board (or successor entity) in identifying access site needs and identifying potential access sites.
- Determine existing ownership, any necessary zoning changes, purchase and/or lease costs of possible sites, necessary improvements to the proposed and existing access sites.
- Identify potential sources of financing for the acquisition and improvement of the proposed access sites.
- Work with local, State, Federal agencies that can assist in acquiring access rights.

- Responsible for identifying and development adequate launching and docking sites to insure that treaty fishermen have access to treaty fishing waters in the Great lakes.
- Responsible for the preparation of reports and the gathering of pertinent information in obtaining financing from grantor agencies.

CONTACTS:

CORA Board (or successor entity), Direct Reports, Vendors/Service Providers, Licensed Tribal Fishers, Federal/State/Community/Other Tribal contacts, and the general public.

PHYSICAL REQUIREMENTS:

Position is considered light duty with lifting of 20 to 50 pounds with frequent lifting/carrying up to 10 pounds. Physical factors include constant sitting and typing; frequent use of hearing, and occasional standing, walking, carrying, stooping, kneeling, reaching, bending, manual handling, use of near vision, depth perception, color and field of vision. Must be able to travel.

REQUIREMENTS:

Education: Minimum of Bachelor’s Degree in Business or Public Administration or equivalent combination of demonstrated education and experience required. Master’s Degree in related Administration or related field preferred.

Experience: Required experience in tribal communities, in progressively responsible management positions, including at least five years at the executive or senior management level. Executive or senior management level experience of at least eight years preferred. Additional experience in managing tribal or tribal organizational programs is preferred.

Certification/License: Required to undergo and successfully pass a background check. Must maintain good moral character standing. Will be required to complete and pass pre-employment drug testing.

Knowledge, Skills and Abilities: Demonstrated experience and knowledge tribal history, organizational planning, funding sources, laws, regulations and requirements for governmental operations preferred. Standard report formats, office systems and technology. Working knowledge of contract administration, applicable laws, legislation and regulations. Exceptional verbal and written communication skills. Organizational, strategic planning, project management, crisis management, dispute resolution, contract negotiation, and dynamic problem-solving skills. Financial administration skills and working knowledge of federal appropriations and governmental accounting. Advanced leadership and team building skills. Ability to work on multiple projects and maintain tact and diplomacy under duress.

As an Inter-Tribally and Federally Funded entity and operating on Inter-Tribal Federal Indian Trust Land, Federal Indian Preference in employment hiring applies.