



Job Announcement: *Executive Director of the Wind River Native Advocacy Center (WRNAC)*

Deadline for application: November 15, 2017, 5 pm

Qualifications: College degree (BA/BS) or equivalent work experience. Education and experience in non-profit management and organization in a Native American community preferred. Supports the vision and mission of WRNAC:

Vision: A community engaged in self-determination for education, health, economic development and equality for the Wind River Reservation (WRR).

Mission: To empower Native Americans in Wyoming for a stronger voice through community organizing, education, research, legal advocacy and leadership development.

Position description: The Director is responsible for the daily administration of WRNAC and reports to the WRNAC Board of Directors. A qualified individual will fulfill numerous duties of the organization including but not limited to: record keeping, financial management, tribal consultation, hiring staff, maintaining professional work environment, planning, meeting attendance, routine interaction with funding agencies, public speaking, & website/social media maintenance.

Ability to carry out the following responsibilities:

- Funds development
 - Monthly financial reporting
 - Grant applications and long-term economic development
 - Donations and major donor drives
 - Other fundraising activities
 - Develop social enterprise
- Program development and advocacy:
 - Sponsor Native Advocacy Days with the goal of 50 attendees from WRR attending the Wyoming State Legislative Sessions; attend Interim Committee Meetings as prioritized; coordinate citizen lobbyist training with the Equality State Policy Center; improve working relationships with tribal, local, state and federal government.
 - Coordinate Every Native Vote Counts; get out the vote efforts, increase participation in state and federal elections in WRR precincts and increase enrolled tribal members to vote at General Council. Engage educational forums for the candidates.
 - Provide leadership development opportunities and coordination with UNITY and other youth groups, with Parent Leadership Training Institute (PLTI) and other community-based organizations.
 - Develop and maintain partnerships with University of Wyoming, Central WY College, Wind River Tribal College and others to support community outreach and events in schools.
 - Increase efforts to improve access to better health care for Native Americans.
 - Develop recycling and composting efforts on the WRR, coordinating with other appropriate WRR agencies.

- Increase governmental transparency and accountability.
 - Develop strategic planning initiatives for developing a strong base for economic development.
- Public relations:
 - Partner with numerous interdisciplinary organizations
 - Create and oversee production of educational videos, newsletters, and multi-media
 - Draft press releases on regular activities
 - Heighten WRNAC social networking
- Expand Membership and develop plans for member events and outreach
- Work to build broad member data base
- Supervise and hire other staff, including AmeriCorps members and under other programs
- Participate in Indian Education for All meetings, events, and curriculum development in partnership with the State of Wyoming and other organizations.

Potential start date: *As soon as possible*

Salary: Commensurate with experience (\$40K starting salary range); Full-Time position requires substantial in-state travel and occasional out-of-state travel. Must be able to work independently, exhibit professionalism and utilize exemplary communication skills. Demonstrated proficiency with MS Office or Mac, financial software, email, social networks. Native preference in hiring. Background and credit check required. Must have valid driver's license, reliable transportation, and proof of insurance.

To apply: Send your resume, a detailed cover letter indicating successful non-profit work experience and skills for the position, a professional writing sample, and the names and contact information for three (3) references to jobs@wrnativeadvocacy.org. You may send questions to the same email address. Apply by November 15, 2017.