TITLE: Director of Operations

REPORTS TO: President and CEO

LOCATION: Remote

SALARY: $70,000

POSITION CLOSES: July 28, 2023

Native Public Media (NPM) promotes the self-determination of Indigenous peoples through media access, storytelling, and ownership. As a coordinating entity for 574 federally recognized Tribes, 59 Tribal radio stations, and three television stations, NPM provides advocacy, centralized resources, and strategic services designed to develop Indian Country's telecommunications and communications systems successfully and sustainably.

Job Summary
Reporting to the President and CEO, the Director of Operations is responsible for leading and implementing the organization's programs, directing the standard day-to-day operations, providing leadership in strategic planning, and implementing new programmatic strategic initiatives. The Director of Operations will supervise and mentor the compliance manager, program specialist, and administrative assistant. In addition, this position will be responsible for all activities in human resources, grants management, annual budget and forecasting, contracts, curriculum development, and training.

Responsibilities

Strategy, Vision, and Leadership:
- Works in partnership with the President and CEO on financial planning, annual and program budget development, and overall organizational management.
- Oversees the implementation of NPM's strategic goals and objectives.
- Drafts reports and communication for the CEO.
- Informs the President of critical issues.
- Serves as the lead in Annual fundraising and grants management.
- Provides analytical assessments to improve the organization's programs and operations.
- Represents the organization externally, as necessary.

Team Development/Leadership:
- Manages consultant scope of work and deliverables.
- Serves on the Policy Team and carries out assigned activities.
- Ensures staff members receive timely and appropriate training and development.
- Establishes and monitors staff performance and appraisals.
- Mentors/coaches staff’s professional development.

Operations:
- Reviews, updates, and implements organizational policies and procedures.
- Recruits, hires, trains, and evaluates staff.
- Monitors adherence to the policies and procedures of the organization.
- Oversees insurance policies and provides an annual review of coverage.
- Conducts organizational assessments to improve program efficiencies.
- Facilitates coordination and communication between programs.
- Ensures that health, safety, and confidential standards are upheld.
- Manages payroll.

Other duties:
Please note that this job description is not a comprehensive listing of this position's activities, duties, or responsibilities. Duties, responsibilities, and activities may change at any time, with or without notice.
Qualifications & Competencies
- Bachelor's degree in Business Management, a master's in business administration is preferred.
- At least five years of professional experience overall, with a minimum of 3 years of senior leadership experience supervising staff and proven leadership in developing teams.
- Demonstrated commitment to high professional, ethical standards in a diverse workplace.
- Experience in writing successful grant applications is preferred.
- Knowledge of Tribal governments and American Indian Tribes, and Alaska Native Villages preferred
- Excellent judgment and critical thinking problem-solving skills.
- Strong mentoring and coaching experience in a team with diverse levels of expertise.
- Superior management skills; ability to influence and engage staff and peers.
- Self-reliant, good problem solver, and results-oriented.
- Energetic, flexible, collaborative, and proactive; a team leader who can positively and productively impact strategic and tactical goals and initiatives.
- Strong written, oral, interpersonal, and presentation skills and the ability to effectively interface with stakeholders, the board of directors, and staff.
- Ability to plan, lead, and manage multiple priority projects simultaneously from concept to implementation.
- Possess a courteous, professional work style and the ability to handle pressure gracefully.
- Grant proposal writing and budget development experience.
- Knowledge of Labor Standards, tax, and other nonprofit compliance requirements.
- Arizona candidates are preferred.

Supervisory Responsibility
- This position supervises staff.

Work Environment and Expectations
- Work from home.
- Have a dedicated office space or work area and a strong internet connection.
- Work Monday through Friday, from 8:00 a.m. to 5:00 p.m.
- Have a valid driver's license for business travel.
- Use a personal vehicle if other transportation is not available.

Physical Requirements
The employee must meet the physical demands described to perform the essential functions of this job successfully. While performing this job, the employee sits and uses their hands to handle, feel, talk, or hear. The employee occasionally stands, walks, kneels, and reaches with hands and arms. The employee occasionally lifts or moves up to 25 pounds. This job’s specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Benefits
Employer-paid health insurance, vision plan, dental plan, life, and short-term disability insurance. We offer a 401K after a year's employment and a Paid Time Off program with a holiday schedule.

How to Apply
Email a PDF document, including your resume and one-page interest letter, to Gaileen Keams at gkeams@nativepublicmedia.org with the subject line “Director of Operations – [YOUR NAME].”

Deadline to Apply
July 28, 2023

Native Public Media is an equal opportunity employer