



**The Lower Elwha Klallam Tribe
Chief Executive Officer (CEO)
Port Angeles, Washington**

The Lower Elwha Klallam Tribe is seeking qualified and committed candidates for the position of Chief Executive Officer (CEO). The Tribe has accomplished great things in the past few years, and is looking for a leader who can take the Tribe to the next level.

About the Lower Elwha Klallam Tribe

The Lower Elwha Klallam Tribe is a sovereign, federally recognized Indian Nation, with its own constitution and government. Not only does the Tribe govern itself, but Tribal administrative departments oversee the everyday function of the reservation and provide for Tribal members.

The Lower Elwha Klallam Tribe resides in the Lower Elwha River Valley and adjacent bluffs on the north coast of the Olympic Peninsula just west of Port Angeles, Washington. As recognized by the United States in 1855 Treaty of Point No Point, the Lower Elwha Klallam Tribe has lived in this area since time immemorial. The Tribe's current land base was initially acquired by the United States in trust for the Tribe in 1935-1936, and these lands were proclaimed as the Lower Elwha Reservation in 1968. Today tribal lands include about a thousand acres of land on and near the Elwha River.

Role

The CEO reports to the Tribal Business Council, and is responsible for providing consistent and strategic leadership throughout the tribal organization, working with Tribal Council, program directors and managers to establish long-range goals, objectives, strategies, plans and policies, as well as demonstrating essential leadership and management expertise to ensure that the mission and core values of the tribe are practiced, upheld and maintained.

Key Responsibilities

Motivating and leading the management team; working to attract, retain and recruit members of executive team not currently in place; mentoring with tribal members in particular.

Creating and maintaining a work environment in which success, stability and accountability are the standards for the tribal organizational and governmental environment.

Ensuring compliance with all relevant tribal, local, state and federal requirements and guaranteeing the Tribe's fiscal soundness through rigorous budgetary review and oversight.

Representing the Tribe, when designated to do so, with outside agencies and other governments.

Other duties as required.

Desirable Qualifications

Competitive candidates will meet or exceed the following qualifications:

Bachelor's degree from an accredited institution, in the field of public administration, business or social service administration, or equivalent field of study.

Ten years' effective supervisory experience that includes responsibility for personnel management, program implementation and fiscal oversight of budget of \$30M or more.

Candidates should have at least two years' successful experience in Indian Country, and a consistent track record of effectively administering services or programs, managing staff and creating and maintaining working relationships in tribal settings.

Experience working with legal counsel for an organization, preferably an Indian Tribe.

Demonstrated skills in delegating work assignments, giving subordinates' authority to work independently, setting expectations and monitoring success.

Proven management skills in leading staff in: planning, developing decision making abilities, and experience providing performance feedback and encouraging career development.

Ability to inspire and motivate staff; display good judgment; look for ways to improve and promote quality; exhibit sound and accurate analytical skills; and make decisions in a timely manner.

Excellent communication skills both written and oral, strong interpersonal skills and ability to communicate frankly, concisely and effectively with elected and appointed officials, the public and co-workers at all levels of government whether tribal, local, state or federal. Must have personal commitment to open and honest communications at all levels.

Some travel required; valid WA state driver's license preferred.

Compensation

The salary range is DOQ. Tribal employment includes a health care package, retirement and vacation benefits.

How to Apply

The recruitment will remain open until filled, though it will be to the applicant's advantage to apply expeditiously as the employer reserves the right to accelerate the process at any time.

Only qualified candidates will be contacted by the recruiter. Applicants should email a letter of interest and a current resume to:

Judith Brighton
(360) 280-5936
EM: judithvita@gmail.com

The Lower Elwha Klallam Tribe is a drug-free workplace.