**Intertribal Buffalo Council**

**Position:** Executive Director

**Classification:**

**Salary/Wage**: DOE

**Summary of Duties:**

The Executive Director oversees the day-to-day management of the ITBC office, including supervision of the ITBC staff. The Executive Director works closely with the ITBC president and legal counsel on a variety of issues and is required to provide reports to the ITBC Board of Directors quarterly and ITBC membership annually.

**Primary Responsibilities:**

* Oversee the Project Director to Administer ITBC Grants and contracts.
* Represent and Present to appropriate meetings and collaboration
* Advocate for ITBC legislation.
* Attend conferences and meetings with agencies and intergovernmental, nonprofit and tribal organizations.
* Oversee the Fiscal Director to Manage ITBC finances and personnel.
* Oversee the Director of Development and Director of Communications and Marketing
* Work with federal and state agencies on buffalo restoration.
* Other duties as assigned by BOD.
* Up to 40% travel time required

**Education and Skills Requirements**

Must have a BS or BA degree, no specific field required. MA or MS strongly encouraged. Significant office management experience. Experience with federal contracting, especially Public Law 93-638 contracts. Experience working on buffalo restoration or herd management

Must have the ability to organize and analyze available information and draw sound conclusions;

communicate effectively and write clearly and concisely and in a logical sequence; present and promote departmental priorities, services and actions; and effectively plan and organize work activities and prioritize task completion to meet schedules and deadlines. Must have project

management skills and excellent organizational skills. Must be able to use Microsoft Office

Word, Excel, Access, and PowerPoint. Must have a valid driver’s license.

**Supervised by: ITBC Board of Directors**

**Advertised until filled**

**Salary: Negotiable based on experience, base pay starting at $100,000**

**Interested applicants need to submit the following:**

* **Cover Letter**
* **Resume**
* **Three Letters of reference**

**Applicants must be willing to have a General Background check done**

*\*\*\*Intertribal Buffalo Council is an equal opportunity employer. The organization does not*

*discriminate by race, color, creed, national origin, age, religion, sex, marital status, sexual*

*orientation, or disability, although the organization provides an Indian preference for*

*employment.\*\*\**