

AVCP:

Position: Chief Administrative Officer

Location: Bethel, Alaska

Are you interested leveraging your leadership skills to create a positive, lasting impact? The Association of Village Council Presidents (AVCP) is the largest tribal consortium in America, and we are transforming! The Chief Administrative Officer (CAO) is a newly created position. We are looking for that rare combination of hard and soft skills that will guide our administrative teams in this period of innovation, as we build systemic efficiency and provide more effective services to our tribal members.

The CAO is responsible for directing and evaluating the ongoing administrative operations of the organization, including oversight and responsibility for the fiscal functions of AVCP. The CAO will foster communication and coordination among administrative functions, is responsible for large project implementation, and upholding performance and accountability. Working closely with AVCP's Chief Programs Officer, the CAO will innovate how AVCP's administrative functions can improve their own effectiveness and support program delivery to the tribes, tribal citizens, and communities of the region.

AVCP is a 501(c)(3) non-profit tribal consortium of fifty-six federally recognized tribes. Tucked away between two of Southwest Alaska's major rivers in an area the size of the State of New York, the Yukon-Kuskokwim Delta is the traditional home of the Yup'ik, Cup'ik, and Athabascan peoples. AVCP is a fast-paced environment, where we value innovative thinking, team-work, and our traditional Yup'ik and Cup'ik values.

Applicants must have a Bachelor's degree in a related field, and 8 or more years of progressive administrative and operational experience. Financial oversight and direct experience in non-profit work with tribes or with predominantly government-grant-funded organizations preferred.

Start Date: ASAP – Applicant Review every 2 weeks

Advertisement Closing Date: Until Filled

AVCP offers a competitive salary with a range of \$150,000 – 185,000 DOE; generous benefits package and retirement plan; and relocation reimbursement. To apply, send cover letter and résumé to hr@avcp.org or apply online at <http://www.avcp.org/careers/>.

Per Public Law 93-638 (Indian Self Determination & Education Assistance Act) qualified American Indians/Alaska Natives are given preference, but candidates from all backgrounds are welcome to apply.

ASSOCIATION OF VILLAGE COUNCIL PRESIDENTS



JOB TITLE: Chief Administrative Officer (CAO)
REPORTS TO: Chief Executive Officer (CEO)
JOB CLASS: DOE
REVISED: July 2019

DEPARTMENT: Administration
POSITION STATUS: Exempt, Full-Time
POSITION LOCATION: Bethel, Alaska

Job Purpose

The Chief Administrative Officer (CAO) of the Association of Village Council Presidents (AVCP) is a member of the executive team of the largest tribal consortium in the nation, delivering programs and services to 56 tribes in 48 villages of the Yukon Kuskokwim Delta. The CAO directs and evaluates the ongoing administrative operations of the organization in functional areas including (but not limited to) finance, human resources, communications, information technology, facilities, and compliance, in accordance with policy and the strategic direction set by the Chief Executive Officer (CEO) and AVCP's Executive Board. The CAO reports directly to the CEO and will formulate policies and processes to ensure the administrative functions are fulfilling the goals of AVCP. The CAO fosters communication and cooperation among many branches of the organization, is responsible for project implementation, and will uphold performance and accountability. The CAO must be able to thrive in a transformational environment that may require more than 40 hours each week, be comfortable with delegation, and have excellent organizational and time-management skills. This position is required to reside in Bethel, Alaska and will be subject to a background check.

Primary Duties and Responsibilities

Leadership

- Serve as a team member on the Management Team of AVCP.
- Participate with the CEO, Executive Board and its Tribal Governing Bodies, and Management Team in refining the strategic plan that guides the organization.
- Identify, assess, and inform the CEO of internal and external issues and risks that affect the organization and the functions under the CAO supervision, in a timely and routine manner.
- The CAO will work closely with AVCP's Chief Programs Officer to promote effective operations of AVCP.
- Provide effective and motivating leadership and teamwork, and foster a work environment of finding solutions, continuous improvement, and mutual accountability.
- Be actively informed of all areas of the organization, including developing a broad and deep knowledge of all AVCP programs, and how the administrative functions can support and innovate program delivery.
- Be an analytical and decisive decision maker with the ability to prioritize, communicate objectives, and follow through to completion.
- Understand and lead your administrative team in Quality Improvement Plan initiatives and a Continuous Improvement environment, in cooperation with the CEO and Management Team of AVCP.
- Support all aspects of the AVCP Service Delivery Model by which the organization delivers services to the region.

Planning and Management

- Develop with the administrative team an operational plan which incorporates goals and objectives that further the strategic direction of the organization in a way that improves the overall operation and effectiveness of the organization.
- Create and manage a combined Administrative Budget for your functions and look for efficiencies and innovations that drive cost savings.
- Work with staff, CEO and the Executive Board's Internal Committee to prepare an AVCP comprehensive budget.

- Oversee daily operations of the administrative team while assuring appropriate compliance for all functions.
- Plan, develop, organize, implement, direct and evaluate the organization's fiscal function and performance to ensure that sound bookkeeping, grant requirements, and accounting procedures are followed.
- Support implementation of policies and procedures that improve the operation of the organization, while analyzing data on performance, and suggest action steps.
- Ensure that the operation of the organization meets the expectations of its clients, Executive Board and Funders.
- Establish a positive, healthy and safe work environment in accord with all appropriate legislation and regulations
- With HR and the administrative team, recruit, interview and select staff that have the right technical and personal abilities to help further the organization's mission.
- Evaluate performance of your direct reports in accordance with AVCP policy.
- Accomplish all additional tasks assigned and/or requested by the CEO and Management Team.

Communications/Advocacy/Public Relations

- Communicate with stakeholders inside AVCP to keep them informed of the work of the administrative functions and to identify changes that impact those stakeholders.
- Support the external work of AVCP's service delivery of program outreach in the region by completing transactions necessary for travel in a timely manner.
- As needed, establish good working relationships and collaborative arrangements with partners, funders, villages, tribes, community groups, policymakers, and other organizations to help achieve the goals of the organization.

Qualifications

Education

Bachelor's degree in Business Administration, Finance, Operation Management or in a related field is required; a Master's degree is preferred. Length and relevance of work experience may serve as a substitute for required education.

Experience

- 8 or more years of progressive administrative and operational management experience required, in the non-profit or governmental sector preferred.
- 5 or more years direct experience working with tribes, tribal organizations and/or with state and federal agencies strongly preferred.

Knowledge, skills and abilities

- Knowledge of business functions such as HR, Finance, Information Technology, Compliance, etc.
- Knowledge of data analysis and performance/operation metrics.
- Knowledge of strategic planning and organizational development.
- Knowledge of organizational management with the ability to coach mid and senior-level staff.
- Knowledge of digital project management, tools, programs, and reporting methods.
- Knowledge of current community challenges and opportunities relating to the mission of the organization.
- Knowledge of AVCP's programs, administrative and program structure and service delivery model.
- Knowledge of the Yup'ik culture and of the tribal organizations and villages of the region of the Y-K Delta.
- Yup'ik speaking preferred.

Proficiency in the use of computers for:

- Financial and project management programs and tools
- Digital timekeeping, tracking appropriate cost codes, and processing electronic contracts and forms
- Word processing and strong communication
- Clear E-mail communication using respect and diplomacy
- Internet searches and research

Personal characteristics and competence reflecting:

- Adaptability: Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- Ethical Behavior: Understand ethical business and interpersonal behavior and business practices and ensure that you own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- Relationship Building: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- Effective Communication: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Creativity/Innovation: Develop new and unique ways to improve operations of the organization and to create new opportunities.
- Focus on Client Needs: Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organization's parameters.
- Ability to Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Leadership: Ability to positively influence others to achieve results that are in the best interest of the organization.
- Decision-making: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization, collaborating with management teams as needed.
- Organizational Skills: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- Managing Planning: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- Problem Solving: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- Strategic Thinking: Assess options and actions based on trends and conditions in the environment, and in tune with the vision and values of the organization.

A Background Check will be required.

_____ Employee Name Printed	_____ Date	_____ Employee Signature	_____ Date
_____ Approved, HR Printed Name	_____ Date	_____ Approved HR Signature	_____ Date
_____ Approved, CEO	_____ Date	_____ Approved, CEO Signature	_____ Date