

[Search for Jobs](#)[Harvard Human Resources](#)[FAQ](#)[Equal Employment Opportunity](#)[Diversity &](#)[Inclusion](#)[Sign In](#)

16-Dec-2021

## Executive Director

University Administration  
56283BR

### Job Summary

The Harvard University Native American Program (HUNAP) is an Interfaculty Initiative within the Office of the President and Provost that promotes university-wide scholarly engagement on Native American and Indigenous (NAI) issues, expands the presence and visibility of NAI people on campus, cultivates the potential of NAI students, and nurtures the broad NAI community at Harvard (including over 1300 NAI alumni).

Reporting to and working in partnership with the Faculty Director of HUNAP, the Executive Director is responsible for the execution of the strategic vision of the Faculty Director and the HUNAP Faculty Advisory Board. The Executive Director will build, develop, and manage a full range of activities designed to support the program's mission.

### Job-Specific Responsibilities

The Executive Director is responsible for overseeing all HUNAP administrative operations. Primary responsibilities include:

- Provides leadership in strategic planning, operational goal-setting, and program evaluation;
- Manages annual budgeting process, proposal writing, grants management, another fundraising, routine reporting, space planning, human resources, program policies, timely communications, and external relations;
- Supervises program staff by planning and delegating work, contributes to staff mentorship and development, communicate performance expectations, and ensures compliance with Harvard policies and procedures;
- Develops new initiatives cultivates collaborative partnerships, and oversees related activities;
- Facilitates vibrant networking, collaboration, and consultation between and among students, faculty, and staff across campus;
- Supports innovative interfaculty and interdisciplinary research and teaching projects concerning NAI issues;
- Initiates formal relationships between the program and Harvard schools and other administrative offices in order to enhance and streamline policies and practices to better serve the HUNAP community (e.g., through recruitment, retention, student affairs, alumni engagement, and professional development);
- Serves as a campus resource for consultation on NAI issues and concerns;



- Represents the program within the university at various regular and ad hoc meetings and committees, and throughout the nation in visible consultations and meetings, as needed;
- Promotes opportunities for executive and professional development for NAI leaders on campus; and
- Liaises with NAI leaders throughout higher education and Indian Country to develop opportunities consistent with HUNAP's mission.

### Basic Qualifications

Candidates **MUST** meet the following basic qualifications in order to be considered for this role: Bachelor's degree required and a minimum of 7 years of relevant professional experience in higher education, tribal affairs, or a related field.

### Additional Qualifications and Skills

Master's degree. Demonstrated familiarity and/or experience with NAI peoples, communities, and issues in higher education. Working knowledge of current regional, national, and global NAI global affairs. Extensive understanding and deep engagement with issues affecting NAI peoples, particularly as they relate to Indigenous education.

### Working Conditions

Occasional regional and national travel required.

### Additional Information

PLEASE NOTE: During the current period of Covid-19 related restrictions, this position may start as a remote position, with the transition to onsite in Cambridge when the office reopens.

We continue to monitor the evolving COVID-19 and the lifting of restrictions. We appreciate your understanding and flexibility with our interview process. We will be conducting interviews virtually for selected candidates until further notice.

Harvard will require COVID vaccination for all Harvard community members who will have any on-campus presence. Individuals may claim exemption from the vaccine requirement for medical or religious reasons. More information regarding the University's COVID vaccination requirement and exceptions may be found at the University's "COVID-19 Vaccine Information" webpage: <http://www.harvard.edu/coronavirus/covid-19-vaccine-information/>.

#### Job Function

General Administration

#### Location

USA - MA - Cambridge

#### Job Code

361059 Administrative Manager

#### Sub-Unit

Interfaculty Initiatives

#### Department

HUNAP

#### Time Status

Full-time

#### Salary Grade

059

#### Union

00 - Non Union, Exempt or Temporary



## Pre-Employment Screening

Education, Identity

## Schedule

Monday through Friday. 35 hours per week. Occasional evening and weekend work required.

## Commitment to Equity, Diversity, Inclusion, and Belonging

Harvard University views equity, diversity, inclusion, and belonging as the pathway to achieving inclusive excellence and fostering a campus culture where everyone can thrive. We strive to create a community that draws upon the widest possible pool of talent to unify excellence and diversity while fully embracing individuals from varied backgrounds, cultures, races, identities, life experiences, perspectives, beliefs, and values.

## EEO Statement

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.

[Apply to job](#)[Save](#)[Send to friend](#)[Reasonable Accommodations](#)[Digital Accessibility](#)[Privacy Statement](#)[Technical Support](#)[Contact Us](#)[Infinite Talent Privacy Statement](#)