



THE WISDOM OF THE PAST IS THE SEED OF THE FUTURE™

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SacredFireFoundation.org

Executive Director Job Description January 2019

We are a successful, small, donor funded non-profit seeking an experienced Executive Director to lead our Foundation through an upcoming period of growth. The Executive Director reports to the Board of Trustees, and is responsible for the organization's consistent achievement of its mission and goals. In this role, you will be the public face of our Foundation, working closely with the Board of Trustees, the Indigenous Advisory Board, our partner organizations and our donors. You will ensure that staff members are aligned with the Foundation's mission and vision and that we are working together to successfully achieve strategic objectives.

Our inspiration comes directly from Fire, as a source of divine guidance. We are in search of an Executive Director who can respect the ageless wisdom of the elders and yet has the strategic and organizational skills that produce success for a foundation's future supporting the continuity of Indigenous Peoples and cultivating these perspectives for those living in our modern, global culture.

Duties of the Executive Director

In the area of Program Development and Administration:

- Work directly with the Board of Trustees to assure that the Foundation has a long-range strategy that achieves its mission, and toward which it makes consistent and timely progress.
- Provide leadership in developing and implementing program plans in the areas of education and awareness building, granting and awards.
- Carry out plans and policies authorized by the board.
- Maintain official records and documents in compliance with federal, state and local regulations.

In the area of Communications:

- See that the board is kept fully informed of the condition of the Foundation and all important factors influencing it.
- Publicize and market the activities of the Foundation, its programs and goals.

- Establish strong working relationships and cooperative arrangements with like-minded organizations and our affiliate organizations - the Sacred Fire Community and Blue Deer Center.
- Represent the programs and vision of the Foundation to other organizations and the general public.

In the area of Finance and Fundraising:

- Identifies, cultivates and solicits major and planned gifts, and relationships with foundations, corporations, individuals and community organizations to ensure that the Foundation has adequate resources to carry out its work.
- Works with the Treasurer/CFO to prepare the annual budget; and monitors income and expenditures to make sure the Foundation operates within its budget.

In the area of Staff:

- Responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
- Encourage staff and volunteer development, and assist staff in relating their specialized work to the fulfillment of the Foundation's specific mission and to the combined mission of the 3 Fire-related affiliates (Sacred Fire Foundation, Sacred Fire Community and Blue Deer Center).
- Ensure that job descriptions are developed, that performance evaluations are held, and that sound human resource practices are in place.

Required Skills, Experience and Training:

- Bachelor's degree and experience as a paid or volunteer leader at a non-profit organization.
- Proven track record of success in a leadership position overseeing the operations of an organization or program while maintaining solid relationships with board, staff, donors and community.
- Knowledge of or experience working with Indigenous Peoples.
- Successful resource development and fundraising experience.
- Programmatic experience that includes event production, development of media products (video and podcasting), grant making, grant writing.
- Solid knowledge of budgeting, financial management, marketing and implementation of strategic plans.

- Experience in public speaking/public relations.

As the Foundation does not have a physical office space, this is a work-from-home position. Strong preference will be given to candidates who live in or near southern California, or who have the ability to travel readily to the Los Angeles area for meetings with the Trustees who are based there (President, Treasurer, Vice Chair). This position also involves paid travel to two in-person board meetings per year, the annual Wisdom Fellowship Award ceremony, and potentially to other programs or conferences as determined by each year's planning.

This is a full-time salaried position. Interviews will be ongoing until the position is filled.

Interested applicants please email a resume and letter of interest to Keiko Cronin, Board President, kcronin@sacredfirefoundation.org