

California Indian Basketweavers' Association (CIBA)

Executive Director
www.ciba.org

Office Location: Woodland, California (Yolo County)

Primary Work Location: Remote, Work from Home

Hours: Full-time, Exempt position.

Report To: Chairperson and Executive Board

Organization description:

The California Indian Basketweavers' Association (CIBA) is a 501c3 non-profit cultural arts service organization. CIBA's vision is to preserve, promote and perpetuate California Indian basket weaving traditions while providing a healthy physical, social, spiritual and economic environment for basket weavers. Since 1992, CIBA has been managed by an elected volunteer Board of Directors who are traditional weavers of California Indian descent and its staff.

Position Description:

The primary role of the Executive Director (ED) is to work in partnership with the Board to accomplish the mission and goals of the CIBA organization. The ED will manage, coordinate and account for the operations of CIBA in accordance with the CIBA Board, and will work at the direction of the Board as the office contact, with primary responsibilities for fundraising, grant writing, and office management. Develop and implement business and programming goals and objectives created in partnership with the Board of Directors. The ED will attend Board meetings and events as assigned. ED must coordinate and review finances and operations, make recommendations as required and support the production of an annual Gathering by coordinating meetings, mailings, working to oversee gathering contacts and coordinate production dates. The ED will support operations management, staff and volunteers assigned to the annual gathering event, as well as to all other CIBA events.

Key Job Responsibilities:

Financial Management: Work with Board to develop and manage annual budget. Coordinate and identify organization need, operation costs and funding targets. Work with accountant and Board to clarify expenses and CIBA operational overhead.

Fundraising: Develop strong fundraising portfolio activities including grants, government and corporate donors, as well as management of potential endowments. Secure major gifts, identification, cultivation, solicitation of new and existing donors working with CIBA's board and staff. Manage relationships with current foundations, serve as liaison between CIBA staff, board of directors and funding agency staff including Program officers. Develop a strong fundraising portfolio. Write and submit grant applications, proposal and letter of inquiry. Track deadline for proposals and reporting deadlines and ensure grant submissions and reports are completed. Oversee product sales, prepare regular reports on progress and budgets related to fundraising.

Gathering and Event Support: Lead in the coordination and collaborate on the production of CIBA's annual Gathering. Support location identity and development. Implement virtual meetings and events, as well as social media management. Oversee mailings, operations management and event operations, including community contacts to develop this event. Collaborate and project manage all events relevant to CIBA activities.

Resource Protection: Notify Board of activities, issues and dates relevant to land and gathering issues. This includes interagency communication on resource issues for monitoring the health and safety issues of weavers. Awareness and promotion of CIBA's position for bans on pesticide use and assist in development of policies to protect and continue the traditional plant gathering access for California basket weavers. Work in collaboration with the Board of Directors to attend meetings on behalf of CIBA.

Membership & Communication: Manage CIBA's membership list, process memberships, recommended outreach and development for the management of membership data and newsletter communication. Work with Board to manage and oversee production of bi-annual newsletter. Manage and oversee website communication development, social media and upgrades to all CIBA communication products.

Office Duties: Answer phones, check email, update CIBA event calendar and program schedules. Ensure all office and clerical duties related to regular business operations are conducted in a timely and professional manner.

Qualifications: B.A/ B.S. in Public or Business Administration or related field and/or equivalent experience. 2 years previous experience in a senior leadership role. Experience and knowledge with California Native community is essential. Demonstrate ability to develop and implement successful strategic plans. Deep understanding of financial strategies and finance-related performance metrics. Outstanding proven track record in fundraising, grant writing and funding research. Experience in non-profit settings, with cultural or arts program development. Strong verbal and written communication, presentation, and relationship building. Project management experience.

Must be comfortable working with the public via outreach and donor relations. Experience working with computers, finance reports, be well versed in computer software applications including office suites and applicable programs. Must have understanding of finance statements and ability to summarize and communicate information in simple and concise manner. Experience managing and prioritizing multiple tasks and work both independently and with the Board as project manager to oversee the development and organization of events and systems currently in place. On occasion able to lift 35 pounds. Must have reliable transportation and a valid Driver's License.

Salary: \$67,000 and potential for increased compensation depending on experience.

Benefits: Paid sick leave, paid time off vacation, and cell phone reimbursement.

Applicant must be able to work flexible hours including some nights and weekends.

This is an At-will position.

Application deadline date: Open until filled.

To apply: Email cover letter, resume and 3 references to ciba@ciba.org

Email questions to: ciba@ciba.org

NO PHONE CALLS PLEASE