



Job Announcement

Wabanaki Alliance Associate Director

The Wabanaki Alliance, a 501(c)(4) organization, is seeking an Associate Director. The organization's mission is to advance and advocate for policy on the state and federal level, which will better the lives of all citizens of the Wabanaki Nations in Maine. The Wabanaki Alliance seeks a committed, experienced professional ready to assume key organizational responsibilities for the effective operation and management of the organization. The Associate Director is responsible for supporting the Executive Director in her/his/their overall organizational responsibilities. While these duties may include taking responsibility for supervising specific staff, managing certain projects, and performing specific tasks, the position is designed to be flexible, ensuring the basic needs of the organizations are met.

To apply, please send a cover letter, CV, two writing samples illustrating the typical writing done by a person holding an organizational leadership position, and three recommendations to Maulian Bryant, incoming Executive Director, at maulianbryant@gmail.com.

The goal of the Board is to have an Associate Director in place by January 2, 2025.

The deadline for materials to be submitted for the position is November 29, 2024:

For more information on the Wabanaki Alliance, visit www.wabanakialliance.com.

Specific responsibilities include:

- Support the Executive Director in board relations, fundraising, financial management, external relations, and development of organizational policies.
- Ensure the successful development and execution of Wabanaki Alliance campaigns.
- Establish and implement sound organizational processes with input from the board, Wabanaki Alliance Advisory Board, members and participants in the Wabanaki Alliance Tribal Coalition, staff, and allies.
- Directly recruit, hire, train, supervise, support, evaluate and (when necessary) terminate staff, as delegated by the Executive Director. Support the Executive Director in overall management of staff.

- Ensure the practices of the organization are consistent with the culture, traditions, and approaches of the Wabanaki Nations that founded and govern the organization.
- Undertake duties as assigned by the Executive Director.

Qualifications:

Required:

- Effective leader and manager who consistently elicits the best from people and fosters an atmosphere of respect, high performance, and support for people supervised, fellow staff, organizational leaders, professional colleagues, and volunteers.
- Strong organizational, written, and verbal skills; a persuasive and passionate communicator with excellent interpersonal skills
- Adept at managing multiple priorities and meeting deadlines
- Ability to work independently with little instruction
- Strong work ethic
- Commitment to maintaining confidentiality
- Dedication to a collaborative and positive work environment
- Passion, idealism, integrity, honesty, positive attitude, mission-driven, and self-directed
- Enjoys and actively seeks collaboration internally & externally to the organization
- Able to work from home or find suitable work space with sufficient internet access to support work needs
- Knowledge of Wabanaki Nations, experience working with Wabanaki Peoples, skill working with Indigenous Peoples

Preferred:

- Prior experience managing units/programs within a social change and/or tribal organization
- Fundraising experience
- Communications experience including conventional news releases, media relations, and digital media
- Advocacy/organizing experience including conducting issue campaigns and managing coalitions
- Knowledge of the legislative process especially the Maine Legislature and US Congress

Pay, Benefits & Work Conditions:

- Exempt, salaried, \$60,000 - \$70,000 per year
- Benefits include paid time off, sick time, health insurance coverage through employer contribution to existing plan or via Wabanaki Alliance plan, retirement contribution
- Successful applicant will work from his/her/their home or arranged office space