

Job Title: Tribal Administrator
Salary: \$35,000.00 annually
Travel: Moderate local, and out of state.
Location: **Remote and onsite as needed**
Must reside within 150 miles;
2.5 hours drive of Meherrin Tribal grounds
Supervisor(s): Appointed Tribal Council Liaison
Classification: Exempt
Classification: Part-time (20 hours per week total);
10 on site/10 remote



Job Summary:

The Tribal Administrator shall have the overall responsibility for the initiation, implementation and administration of all programs, objectives, and activities of Meherrin Tribe. This will also include preparing contracts for consultants, supervising and assigning tasks to staff and volunteers, coordinating resources, reviewing and revising documents, conducting meetings, monitoring fiscal requirements, tracking work plan progress, and preparing oral and written reports. The Tribal Administrator will maintain a professional appearance, attitude and working environment for the Meherrin Tribe, its employees, volunteers, and its tribal citizens. All work shall comply with Tribal and applicable laws.

Key Responsibilities:

- Serve as primary liaison and advisor for the Tribal Council on day-to-day operations of the tribal government.
- Administer, oversee, and implement all grants, programs, policies, and services approved by the Tribal Council and monitor to ensure overall goals and objectives are accomplished.
- Assist and inform in the development of short- and long-range plans approved by the Tribal Council.
- Serve as primary contact for contractors and consultants.
- Provide reports regularly to the Tribal Council concerning the status of all assignments and projects of the various programs and activities.
- Assist and inform in establishing program objectives, timelines, and meeting deadlines, preparing resolutions, ordinances, contracts, budgets, reports, and other support documents as needed.
- Advise the Tribal Council regarding all staff hiring and firing decisions and exercise delegated authority to make those decisions where appropriate with the Tribal Council's approval.
- Provide administrative and logistical support to the Tribal Council and its committees.
- Act as a liaison between the Tribal Council and staff and volunteers.
- Work with the Tribal Council to establish current and long-range goals and objectives.
- Evaluate the effectiveness of programs, identify administrative problem areas, prescribe and monitor corrective action plans.
- Identify and seek new funding opportunities to meet the Tribe's goals and objectives.
- Work with the fiscal officer and the Tribal Council to establish budget priorities.

- Prepare the annual budget created by the Tribal Council and monitor expenses monthly.
- Monitor outcomes and evaluations to ensure projects are meeting goals and standards.
- Ensure that funds are spent in accordance with established ordinances, goals, priorities, grant awards, and program policies and procedures.
- Ensure financial and program reports to federal and state agencies, and other grantors are submitted in a timely and efficient manner.
- Ensure programs are managed in compliance with applicable regulations and Tribal policies and bylaws. Take corrective action when problems are identified after consulting the Tribal Council.
- Assist in developing contracts for services and advertising bids for contracted services.
- Attend local, state, and national meetings and workshops as requested.
- Maintain confidentiality of records and information.
- Review operating reports, compare them to established objectives, and take steps to ensure that the appropriate measures are taken to correct unsatisfactory results.
- Assist Tribal Council with identification, evaluation, and development of Economic Development projects.
- Coordinate Tribal Council meetings with potential economic development opportunity partners.

Qualifications

- Enrolled Meherrin citizen preference; secondary preference to citizens of other enrolled Native American Tribes.
- 2 year business administration degree required or equivalent proven prior experience.
- At 2-3 years as an office manager or equivalent management role at a nonprofit or government agency required.
- Preferred grant writing experience with proven funding successes required.
- At least 3 years of program creation and program management experience required, preferably overseeing multiple programs at once.
- Familiarity with the Meherrin Indian Tribe, and the North Carolina Commission on Indian Affairs is preferred.
- Ability to work independently with minimal supervision, as well as on a team, as necessary.
- Preferred experience in writing program evaluations and statistical qualitative and quantitative reports to fulfill government and private entity grant requirements.
- Excellent communication skills, both written and spoken; ability to handle demanding situations in communications with donors, corporate partners, colleagues, and the public; able to assess the nature of the audience to communicate effectively with diverse groups and individuals.
- Proficient in Microsoft Office, ability to learn software particular to the organization.
- Must be able to create documents free of spelling and grammatical errors.
- Must demonstrate superb organizational skills; keep office, documents, and files organized
- Ability to maintain up-to-date records.
- Ability to preserve confidentiality and exercise discretion in organizational matters.
- Ability to multi-task and adapt to changing or new priorities and duties.
- Must be authorized to work in the United States.
- Must be available flexible hours including weekdays, occasional evenings, and weekends to accommodate programs and events.

**Interested candidates must submit a resume along with 3 professional references to meherrincouncil@gmail.com by November 26, 2022.

U.S. Equal Opportunity Employment Information: 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, or any other characteristic protected by law.