

SAN XAVIER ALLOTTEES ASSOCIATION, INC.

325 East Vamori Street, Tucson, Arizona 85756

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**JOB ANNOUNCEMENT
EXECUTIVE DIRECTOR**

JOB POSTING: March 3, 2017

JOB CLOSING DATE: OPEN UNTIL FILLED

Salary Negotiable: \$45,000 - \$54,371.20 (Full-time/Salaried) BENEFITS: YES

SCOPE OF WORK: The Executive Director is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors. The Executive Director shall provide leadership management for the operational planning, program planning, human resource planning, and financial planning, community relations/advocacy and risk management for the operations and administration of activities for the corporation according to the policies established by the board; to supervise and evaluate performance of employees; submit progress reports at meetings of the board or its committees, and shall call attention of the board to any matters requiring action or attention; and provide an annual report on the conditions and activities of the San Xavier Allottees Association, Inc.

QUALIFICATIONS OF THE EXECUTIVE DIRECTOR:

1. Bachelor's degree Political Science, Business or Public Administration and five (5) years' work experience in management; OR
2. A combination of education, training and work experience managing non-profit organizations;
3. Must have knowledge of QuickBooks and/or financial accounting practices.
4. Must be knowledgeable in program development, and data base management.
5. Must successfully complete a background check.
6. Knowledge of allotted Indian Land federal policies and legislation preferred.
7. Knowledge of Indian Water Rights policies and legislation preferred.
8. Bilingual English/Tohono O'odham preferred.
9. Must have a valid Arizona Driver's License. No major traffic offenses.

APPLY TO THE SAN XAVIER ALLOTTEES ASSOCIATION, INC. AND APPLICATION AND REQUIRED FORMS ARE AVAILABLE AT: [SXAA@sanxavierallottee.org](mailto: SXAA@sanxavierallottee.org)

- A. SXAA Application
- B. Letter of interest: **Attention: Mrs. Julie A. Ramon-Pierson, President, Board of Directors/Acting Director**
- C. Resume'
- D. Writing sample: "What actions will you take to improve communication when assigned tasks (to your staff) are not completed on time or not completed properly?"
- E. Two letters of references.
- F. Signed & completed Authorization to Release Information document.

Email: [sxaa@sanxavierallottee.org](mailto: sxaa@sanxavierallottee.org); Mailing Address: 325 East Vamori Street, Tucson, Arizona, 85756

Revised 3/3/17