

ballinger | leafblad

[www.ballingerleafblad.com](http://www.ballingerleafblad.com)



**NATIVE GOVERNANCE  
CENTER**

## EXECUTIVE POSITION PROFILE

---

### ORGANIZATION

Native Governance Center

### POSITION

Executive Director

### APPLICATION DEADLINE

Applications will be accepted until April 5, 2024 or until the position has been filled, which may be earlier.

**We encourage and appreciate early applications.**

### COMPENSATION

Salary Range: \$126,000-158,000

### BRIEF

Ballinger | Leafblad is pleased to partner with Native Governance Center to conduct the search for an Executive Director.

### LOCATION

Native Governance Center is a fully remote organization. This position is 100% remote but requires a significant amount of travel.

### CONTACT

Damon Shoholm, MA, [damon@ballingerleafblad.com](mailto:damon@ballingerleafblad.com)  
Lars Leafblad, MBA, [lars@ballingerleafblad.com](mailto:lars@ballingerleafblad.com)



## NATIVE GOVERNANCE CENTER

### ORGANIZATIONAL OVERVIEW

Native Governance Center (NGC) is a Native-led nonprofit dedicated to assisting Native nations in strengthening their governance systems and capacity to exercise sovereignty through three focus areas: grassroots leadership development, Tribal governance support, and community engagement.

NGC opened its doors in January 2016 in response to a need identified by Tribal leaders from the 23 Native nations sharing geography with MN, ND, and SD. These leaders asked for a Native-led organization that would meet the increasing demand for Indigenous governance and leadership development resources in the region.

Since then, NGC has continued to refine its purpose and vision. They continuously evaluate and develop programming based on feedback from the community. While originally founded to support the 23 Native nations sharing geography with MN, ND, and SD, NGC has strategically piloted growth beyond this region and hopes to continue to expand offerings with thoughtfulness toward needs identified by communities.

Learn more at <https://nativegov.org/>



## MISSION

Assist Tribal nations in strengthening their governance systems and capacity to exercise sovereignty.

## VALUES

Honor Sovereignty  
Practice Humility  
Be A Good Relative  
Center Indigeneity  
Embrace Fun, Unapologetically!

## VALUES

### **Honor Sovereignty**

We honor the inherent sovereignty of every Native nation. We show respect for and learn from each nation's unique history, culture, and insight.

### **Practice Humility**

We recognize that we will not always know the answer. We embrace moments that humble us, seeking knowledge and wisdom to move forward.

### **Be A Good Relative**

Being good relatives is foundational for how we work. We build kinship through trust, mutual respect, and mindful listening.

### **Center Indigeneity**

We embody and ground ourselves in Indigenous worldviews, uplifting Indigenous culture and practices across our work.

### **Embrace Fun, Unapologetically!**

We balance the hard work of decolonization with the good medicine of laughter and fun.

## ORGANIZATIONAL CULTURE

NGC opened their doors in 2016, so the organization is relatively young. NGC continues to grow, change, and innovate. A common saying is "let's try it!" instead of living by the "we've always done it that way" motto, knowing they will learn from each experience.

The organizational values serve as a guide for everything they do, from organizational development to program delivery to deciding on the annual group Halloween costume. NGC is collaborative in their approach, listening to input from the team, the nations they serve, and the research the organization was founded on, to inform their actions and decisions. Respectful candor, authenticity, and balance on the team is encouraged.

In 2020, NGC became a fully remote workplace, with staff located in multiple Nations and states. This model has been successful because of a dedicated team, but it doesn't come without its challenges, because real 3D humans are working in a 2D world.

## PROGRAMS AND SERVICES

NGC carries out their mission through three core program areas: Leadership Development, Tribal Governance Support, and Community Engagement. These programs are ever evolving, designed based on community and a values-driven approach. Learn more at [nativegov.org/about/reports/impact-report](http://nativegov.org/about/reports/impact-report).

### LEADERSHIP DEVELOPMENT

NGC provides leadership development training to grassroots Indigenous changemakers.

**Native Nation Rebuilders** - a two-year, cohort-based leadership training experience that strengthens Native leadership and equips changemakers with Indigenized tools and frameworks they can use to help rebuild their nations. Over 188 changemakers have graduated from this program, with more becoming alumni every year.

**Community Leadership** -NGC supports Native citizens in learning about Native nation rebuilding and how the rebuilding principles can benefit them and their community.

**Youth Leadership** - NGC provides rebuilding training to Indigenous youth by partnering with youth school and community programming.



### COMMUNITY ENGAGEMENT

NGC's award-winning community engagement work brings accessible, educational content related to the mission to the broader community.

**Events** - NGC offers free virtual events several times per year featuring speakers from across Indian Country, reaching audiences of over 900 attendees per year. 92% of participants have stated that they planned to take action and/or share information with others after attending one of these events.

**Training** - Topics such as Native Nations 101, Beyond Land Acknowledgement, and Meaningful Community Engagement are presented to corporations, community groups, and educators.

**Resources** - NGC is dedicated to bridging the gap between outdated learnings and authentic Indigenous narratives, providing free educational resources to the public and creating fun, informational videos like their Wings with Wayne series. Wings with Wayne season two episodes have received ~150,000 views.



## PROGRAMS AND SERVICES, cont.

### TRIBAL GOVERNANCE SUPPORT

NGC engages elected Tribal leaders, staff, and citizens in strengthening their governing systems.

**Indigenous Leaders in Governance**- NGC's 4-part virtual workshop series introduces and explains Native nation rebuilding and traditional Indigenous governance principles to Tribal Councils and administrators.

**Tribal Civics** - empowers and inspires Indigenous people to be civically engaged with their Native nations and governments. Components include a guide for fostering engagement, virtual workshops, and action planning.

**Tribal Finance** - NGC's Tribal Finance program is a two-year, cohort-based experience delivered in partnership with CliftonLarsonAllen LLP. The program supports Native nations in building their financial leadership and capacity through assessments, training, resources, and mentorship.

**Customized Tribal Support** - provides customized consultation to Native nations in the areas of governance and systems, ranging from facilitation to constitution reform.



### LOOKING AHEAD

When asked to dream up headlines describing the future THEY hope to build in the next five years, the NGC team said:

- "Native nation wins Supreme Court case restoring 10 million acres"
- "NGC expands programming from DC to California"
- "Governance support leads to constitutional reform for Native nations"
- "NGC technical assistance helps nations achieve prosperity"
- "Black Hills returned to the Oceti Šakowin"





## 2022-2024 STRATEGIC PRIORITIES

### **Build Tribal Capacity to Exercise Sovereignty**

Native Governance Center's work is most visible and impactful through its programs and activities designed to serve Native nations and leaders via capacity building, technical assistance, training, and leadership development. These strategies comprise the heart of NGC's mission and support the organization's goal of strengthening sovereignty as a direct pathway toward improving quality of life for Native people.

- 1.1: Connect Native nations to trusted resources and each other
- 1.2: Provide technical assistance in response to changing governance needs
- 1.3: Design programs for maximum impact

### **Nurture and Cultivate a Nation Building Movement**

NGC's approach is to use the nation rebuilding framework to foster an Indigenous-led movement with bold, actionable goals, and equipping Native leaders and nations with the tools they need to act. NGC will continue to customize and indigenize program offerings, strengthen partnerships, and solidify their position as a thought leader on nation rebuilding.

- 2.1: Deepen and broaden leadership and governance offerings to address all Tribal citizens
- 2.2: Explore and expand partnerships
- 2.3: Increase NGC's visibility and reputation as an expert, thought leader, and trusted resource

### **Build a Cohesive and Effective Organization**

Good governance, sustainable finances, and healthy people form the bedrock of Native Governance Center's ability to meet the ever-changing needs of the Native communities and the leaders it serves. By investing in the organization's infrastructure, NGC will continue to be able to provide high-quality, responsive programming into the future and further the goal of supporting Native leaders as they work to rebuild their nations.

- 3.1: Foster a healthy workplace
- 3.2: Ensure sustainable financial support
- 3.3: Align staffing structure with organizational strategic priorities
- 3.4 Strengthen board engagement and leadership



### SUMMARY

The Executive Director is responsible for working with the Board of Directors to establish an organizational strategy, both for mission results and for growth and sustainability, translating the strategy into operational goals for staff, leading and developing the staff team, monitoring the organization's finances, establishing and growing a base of funders and other revenue streams, and managing external relationships and communication. This position requires a significant amount of travel.

### MANAGEMENT RESPONSIBILITIES

The Executive Director reports to the Board of Directors. Direct Reports to the Executive Director are Director of Finance and Administration, Development Director, and Program Director.

### ESSENTIAL RESPONSIBILITIES

- Leads NGC in a manner that supports and guides the organization's mission as defined by the Board of Directors, including strategic, programmatic, and financial planning to ensure that NGC can successfully fulfill its mission into the future.
- Develop, maintain, and support a strong Board of Directors; serve as ex-officio of each committee; seek and build board involvement with strategic direction, visibility, and fundraising, and communicate with the Board in a timely and accurate manner all information necessary for the Board to function properly and to make informed decisions.
- Lead the direction and success of NGC by fostering a culture of collaboration and commitment to the mission, vision, and values of the organization.
- Lead, coach, develop, and retain a strong and competent staff; provide supervision of Directors, including training, direction, ensuring adherence to NGC policies, and performance coaching and evaluation.
- Speak in public and write about the organization, its work, and relevant topics to help build NGC's reputation and heighten awareness of native governance issues and successes; enhances NGC's image by being active and visible in the community and by working closely with other organizations, partners, and thought-leaders.
- Build and maintain relationships with key partners and stakeholders in the work, particularly leaders within the 23 Native nations.
- Expand revenue generating and fundraising activities to support existing program operations and strategic and scalable growth.
- Responsible for the fiscal integrity of NGC, including operating within the approved budget, ensuring maximum resource utilization, and developing sufficient resources for financial health.
- Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, and communications.
- Ensure effective systems to track impact and scaling progress, and regularly evaluate program/department components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents.
- Other duties as assigned or required to meet program and organizational needs.

## DESIRED QUALIFICATIONS

### Education, training, and experience:

- Bachelor's degree or equivalent combination of education, training, and experience.
- Ten or more years of lived experience in or with Native communities, with a great sense of community/tribal government protocols.
- At least seven years' experience in a professional environment, including progressively increased responsibilities and leadership. (At least five years' experience in the nonprofit sector preferred.)
- Experience supervising staff and supporting their professional development.
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers.
- A history of successfully generating new revenue streams and improving financial results.
- Experience implementing strategies to successfully activate initiatives across an organization.
- Experience using CRM software as a tool to manage, track, and organize information.
- Supervisory training and experience.
- Advanced Microsoft Office or G Suite skills, with an ability to become familiar with organization-specific programs and software.

### Skills and Abilities:

- Excitement for the mission of NGC and desire to work according to its stated values of honoring sovereignty, practicing humility, being a good relative, centering Indigeneity, and embracing fun.
- Unwavering commitment to quality programs and data-driven program evaluation.
- Strong knowledge and understanding of current and historical Indigenous governance systems and issues that intersect with governance.
- Ability to effectively communicate the organization's mission to donors, volunteers and the overall community.
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers and donors.
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Strong written and oral communication skills and public speaking ability.
- Commitment to infusing a DEI (diversity, equity, and inclusion) and Indigenous lens in all aspects of program management and delivery.
- Ability to travel independently around the United States. (Travel up to 50% of the time, by car and plane (valid driver's license required).
- Ability, initiative, and motivation to work productively in a home office, both independently and collaboratively, and communicate clearly and often with remote team members through email, phone, and video calls.
- Confidence and ability to utilize various technology programs and tools effectively, including complex databases and teleconferencing tools.

## COMPENSATION AND BENEFITS

The salary range for this position is \$126,000-\$158,000. Compensation includes participation in the comprehensive benefits plan.



## NGC IS AN EQUAL OPPORTUNITY EMPLOYER

NGC is committed to providing a work environment in which all individuals are treated with respect and dignity and are free from all forms of harassment and discrimination.

## TO APPLY

Inquiries may be directed to Damon Shoholm: [damon@ballingerleafblad.com](mailto:damon@ballingerleafblad.com).

Applications will be accepted until April 5, 2024 or until the position has been filled, which may be earlier. There will be an immediate and ongoing review of candidates, so *we encourage and appreciate early applications*. All inquiries will remain confidential.