

# TRIBAL ADMINISTRATOR

Nansemond Indian Nation is accepting applications for a full-time (40 hours per week) Tribal Administrator who will oversee the day-to-day operations of tribal government, administer all tribal programs, and develop tribal revenue. The Tribal Administrator will report to the Chief and Tribal Council and be accountable for achieving all tribal goals and objectives in compliance with tribal, state, and federal law.

LOCATION	TRAVEL	SALARY	APPLY
ON-SITE IN SUFFOLK, VA	LOCAL & REGIONAL (MUST HAVE VALID DRIVER'S LICENSE)	COMMENSURATE WITH EXPERIENCE	EMAIL <a href="mailto:CHIEF@NANSEMOND.ORG">CHIEF@ NANSEMOND.ORG</a>

<b>DUTIES</b>
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- Facilitate tribal government operations and Tribal Council functions to include preparing meeting agendas, recording meeting minutes, drafting resolutions and correspondence, and providing logistical support for tribal leadership
- Collaborate with the Chief and Tribal Council to collect tribal data, develop tribal priorities, monitor grant opportunities, write grants, and research resources related to tribal environmental, family, health, housing, educational, and business needs
- Coordinate with local, state, regional, and national organizations, commissions, and groups to promote tribal interests and build tribal relationships
- Hire, train, supervise, and evaluate tribal staff and act as a liaison between tribal staff and council
- Evaluate program performance, develop strategies to increase their effectiveness, and present frequent reports to the Tribal Council on the status of all actions
- Coordinate with the tribe's financial analyst to manage the use of tribal funding in compliance with tribal, state, and federal law

<b>REQUIREMENTS</b>
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- Bachelor's or master's degree in public administration or related field with a minimum of three years' experience as a Tribal Administrator, public administrator, non-profit manager, or related position
  - Must have a thorough understanding of Native American governance, culture, and traditions
  - Must have experience writing grants and managing federal funds
  - Strongly prefer experience with Bureau of Indian Affairs, Public Law 93-638, Indian Health Service, Housing and Urban Development, and environmental administrative requirements
  - Must have strong organizational, time management, and technological skills (*i.e.*, proficient with computers, mobile devices, and a variety of office hardware and software)
  - Must have strong verbal and written communication skills and strongly prefer demonstrated experience in meeting facilitation, public speaking, and publishing
  - Must be detail-oriented with a proven ability to maintain confidentiality
- All applicants are subject to the tribe's drug and alcohol-free workplace policy.  
Must pass a background investigation and serve a 90-day probationary period.*