



# Intertribal Timber Council

## BOARD OF DIRECTORS

President Cody Desautel, Confederated Tribes of the Colville Reservation; Vice President Phil Rigdon, Yakama Nation; Secretary Robin Harkins, Coquille Indian Tribe; Treasurer Timothy P. Miller, Grand Portage Band of Lake Superior Chippewa BOARD MEMBERS: James Matt, Confederated Salish & Kootenai Tribes, Jason Robison, Cow Creek Band of Umpqua Tribe of Indians; Tommy Cabe, Eastern Band of Cherokee Indians; Dawn Blake, Hoopa Valley Tribe; Ryan Oatman, Nez Perce Tribe; John Bryson, Jr., Quinault Indian Nation; Herbert Demit, Tanana Chiefs Conference

## MEMBER TRIBES

Afognak Native Corporation  
Alabama-Coushatta Indian Tribe of Texas  
Bad River Band of Lake Superior Chippewa Indians  
Chugachmiut, Inc.  
Coeur d'Alene Tribe  
Confederated Salish & Kootenai Tribes  
Confederated Tribes of Coos, Lower Umpqua & Siuslaw  
Confederated Tribes of Grand Ronde  
Confederated Tribes of Siletz Indians  
Confederated Tribes of the Colville Reservation  
Confederated Tribes of the Umatilla Indian Reservation  
Confederated Tribes of the Warm Springs Indian Reservation of Oregon  
Coquille Indian Tribe  
Cow Creek Band of Umpqua Tribe  
Eastern Band of Cherokee Indians  
Fond du Lac Band of Lake Superior Chippewa  
Forest County Potawatomi  
Grand Portage Band of Lake Superior Chippewa  
Hoopa Valley Tribe  
Hualapai Tribe  
Kalispel Tribe  
Karuk Tribe  
Kawerak, Inc.  
Keweenaw Bay Indian Community  
Leech Lake Band of Ojibwe  
Lummi Indian Business Council  
Makah Indian Tribe  
Menominee Indian Tribe of Wisconsin  
Mescalero Apache Tribe  
Metlakatla Indian Community  
Muckleshoot Indian Tribe  
Nez Perce Tribe  
Penobscot Nation  
Pueblo of Jemez  
Quileute Tribe  
Quinault Indian Nation  
Redding Rancheria Economic Development Corporation  
Red Lake Band of Chippewa  
Round Valley Indian Tribes  
San Carlos Apache Tribe  
Seminole Tribe of Florida  
Shaan-Seet, Inc.  
Skokomish Indian Tribe  
Snoqualmie Indian Tribe  
Southern Ute Indian Tribe  
Spokane Tribe  
Stockbridge-Munsee Community  
Tanana Chiefs Conference  
Tule River Tribe  
White Earth Reservation  
Yakama Nation  
Yurok Tribe

**POSTING DATE:** January 23, 2025

**POSITION:** Executive Director

**SALARY:** \$180,000 to \$216,000 / Annual

**REPORTS TO:** ITC Board President

**LOCATION:** Portland, Oregon / Remote work opportunities

**CLOSING DATE:** Open until filled - first review March 28, 2025

## INTRODUCTION:

Established in 1976, the Intertribal Timber Council (ITC) is a nonprofit nation-wide consortium of Indian Tribes, Alaska Native Corporations, and individuals dedicated to improving the management of natural resources of importance to Native American communities.

The ITC works cooperatively with the Bureau of Indian Affairs, U.S. Forest Service, other federal agencies, private industry, and academia to explore issues and identify practical strategies and initiatives to promote social, economic, and ecological values while protecting and utilizing forests, soil, water, and wildlife.

## BASIC FUNCTIONS:

The Executive Director serves as the top operational executive for the ITC and is accountable for integrating and advancing the plans and initiatives included in the ITC strategic plan, contracts, and agreements. They are accountable for the safeguarding of the ITC's physical and financial assets through effective and collaborative relationships with Tribes, Tribal organizations, non-governmental organizations, and federal agencies. They are expected to collaborate with all U.S. Native American Tribes, Native Alaskan Villages and Corporations, and Native peoples for the purpose of providing a national communications network to exchange information, management techniques, and provide training related to Tribal forestry and fire management programs.

The Executive Director is also responsible for development and implementation of a staffing plan to expand operations with new positions, and the direct supervision of ITC staff, including its IFMAT Implementation Coordinator, Climate Change Coordinator, Program Manager, Workforce Coordinator, Communications Coordinator, Fire Technical Specialist, Lobbyist, and other support or contracted staff and ITC consultants. See the position description for additional detail.

**MINIMUM QUALIFICATIONS:****Education and Training:**

- The position requires a Bachelor's Degree in Forestry or Natural Resource-related field with curriculum in forest and fire management and ten (10) years of progressively responsible experience which includes three years of administrative and strategic leadership, experience in legislative and policy processes, experience in the non-profit sector, and knowledge of leadership and management principles for nonprofit organizations. Consideration will be given for Master's degree, or higher levels of education. Experience managing staff in a telework or remote work setting is also preferred. Candidates without a degree who have fifteen (15) or more years of equivalent work experience will be considered.
- Must possess a valid state driver's license and be eligible for and carry vehicle insurance.
- Must successfully clear a federal background check and maintain clearance throughout the duration of employment. Disclosure of pending or current charges required. Must follow clearance/training requirements for utilization of applicable IT systems.
- Must be willing to sign required certification of Confidentiality, and Drug Free Workplace.
- Must be able to travel and work non-standard hours as assigned or delegated, up to 18 weeks per year. This may include travel for several consecutive weeks at times.
- Work experience with a Federally recognized Tribe or Bureau of Indian Affairs is preferred.
- Must have advanced knowledge of office machines and PC with associated software and programs to perform duties.
- Must have advanced communication skills (verbal & written), proficiency in Standard English grammar, spelling, and speech; advanced writing skills to communicate basic to highly technical information.
- Must have advanced interpersonal skills to work with diverse groups of individuals including the ability to resolve conflict, work as a team member, cooperate with others in the performance of their duties, coordinate activities, greet and respond to the public, provide technical assistance and instructions, resolve complaints, protect confidential information, and be accountable for actions.
- Must be familiar with Tribal Government operations and Reservation/Cultural values.
- Must have better than average attendance record and demonstrate accountability in prior positions.
- This position requires a significant amount of travel which can be very demanding and may need to occur on short notice. This may require regular and recurring exposure to moderate risks associated with travel. The majority of work time will be spent in an office environment and includes standard demands associated with this setting. The Executive Director must be able to lift up to 50 lbs.

**Knowledge, Skills, and Abilities:**

- See position description

**Essential Duties and Responsibilities:**

- See position description

**Benefits:**

- Health care stipend is provided to purchase a private health insurance plan.
- Payroll deduction offered for employee funded IRA with 7.5% match and eligible to contribute on start date and full vested after start date.
- Sick leave benefits are earned at the rate of 12 days for each year of service and eligible to use after three months. Sick leave is accrued at 8 hours per month.
- Fourteen paid holidays and one floating holiday per year.
- Paid time off as determined by an employment offer.
- Annual cost of living adjustments (COLA) will be applied based on the national Consumer Product Index (CPI) average for the previous year.

**HOW TO APPLY FOR THE EXECUTIVE DIRECTOR POSITION:**

**Required Application Documents:**

- Letter of interest with salary requirements
- Resume
- Three (3) verifiable references
- Tribal enrollment card, copy of front and back if applicable

**Closing Date:**

Application documents MUST be received by **4:00 p.m. on March 28, 2025**, for inclusion in the first review.

**Delivery of Application:**

**Create one email attaching all required application documents and submit to [intertribaltimbercouncil@gmail.com](mailto:intertribaltimbercouncil@gmail.com)** by the closing date. Incomplete or late applications will not be considered. PDF attachments are preferred. Google docs and screenshots (PNG or JPEG files) are not accepted.

**Questions:**

Intertribal Timber Council

Program Manager

Phone: (503) 282-4296

Email: [intertribaltimbercouncil@gmail.com](mailto:intertribaltimbercouncil@gmail.com)

## Intertribal Timber Council

## Position Description

|  |   |
|--|---|
| Position: Executive Director                           | Posting Date: January 23, 2025          |
| Employer: Intertribal Timber Council (ITC)             | Closing Date: March 28, 2025            |
| Location: Portland, Oregon / Remote work opportunities | Salary: \$180,000 to \$216,000 / Annual |

### INTRODUCTION:

Established in 1976, the Intertribal Timber Council (ITC) is a nonprofit nation-wide consortium of Indian Tribes, Alaska Native Corporations, and individuals dedicated to improving the management of natural resources of importance to Native American communities.

The ITC works cooperatively with the Bureau of Indian Affairs (BIA), U.S. Forest Service, other federal agencies, private industry, and academia to explore issues and identify practical strategies and initiatives to promote social, economic and ecological values while protecting and utilizing forests, soil, water, and wildlife.

### BASIC FUNCTIONS:

The Executive Director serves as the top operational executive for the ITC and is accountable for integrating and advancing the plans and initiatives included in the ITC strategic plan, and contracts and agreements. The Executive Director is accountable for the safeguarding of the ITC's physical and financial assets through effective and collaborative relationships with all tribe's, Tribal organizations, non-governmental organizations, and federal agencies. The Executive Director is expected to work with all Native American Tribes, Native Alaskan Villages and Corporations and Native peoples for the purpose of providing a national communications network to exchange information, management techniques and provide training related to Tribal forestry and fire management programs.

The Executive Director will develop grant applications, cooperative agreements, and contracts with government agencies or private organizations for the purpose of obtaining funds to support ITC operations. A working knowledge of grant and contract procedures and policies is necessary.

The Executive Director is also responsible for development and implementation of a staffing plan to expand operations with new positions and/or contractors, and the direct supervision of ITC staff, including its IFMAT Implementation Coordinator, Climate Change Coordinator, Program Manager, Workforce Coordinator, Communications Coordinator, Fire Technical Specialist, Lobbyist, and other support or contracted staff and ITC consultants.

The Executive Director will frequently be involved in very complex and highly sensitive situations and is expected to conduct themselves in a professional manner at all times. This position requires a professional working knowledge of the field of natural resources, particularly forestry and fire management. It will also require work with all interest groups affiliated with the management of this nation's forest and natural resources. This position will require you to travel frequently to various locations to fulfill the functions of the position. Travel costs will be either covered or reimbursed by ITC according to federal per diem rates.

**MINIMUM QUALIFICATIONS:****Education and Training:**

- The position requires a Bachelor's Degree in Forestry or Natural Resource-related field with curriculum in forest and fire management and ten (10) years of progressively responsible experience which includes three years of administrative and strategic leadership, experience in legislative and policy processes, experience in the non-profit sector, and knowledge of leadership and management principles for nonprofit organizations. Consideration will be given for Master's degree, or higher levels of education. Experience managing staff in a telework or remote work setting is also preferred. Candidates without a degree who have fifteen (15) or more years of equivalent work experience will be considered.
- Must possess a valid state driver's license and be eligible for and carry vehicle insurance.
- Must successfully clear a federal background check and maintain clearance throughout the duration of employment. Disclosure of pending or current charges required. Must follow clearance/training requirements for utilization of applicable IT systems.
- Must be willing to sign required certification of Confidentiality, and Drug Free Workplace.
- Must be able to travel and work non-standard hours as assigned or delegated, up to 18 weeks per year.
- Work experience with a Federally recognized Tribe or Bureau of Indian Affairs (BIA) is preferred.
- Must have advanced knowledge of office machines and PC with associated software and programs to perform duties.
- Must have advanced communication skills (verbal & written), proficiency in Standard English grammar, spelling, and speech; advanced writing skills to communicate basic to highly technical information.
- Must have advanced interpersonal skills to work with diverse groups of individuals including the ability to resolve conflict, work as a team member, cooperate with others in the performance of their duties, coordinate activities, greet and respond to the public, provide technical assistance and instructions, resolve complaints, protect confidential information, and be accountable for actions.
- Must be familiar with Tribal Government operations and Reservation/Cultural values.
- Must have better than average attendance record and demonstrate accountability in prior positions.

**Knowledge, Skills, and Abilities:**

- Working knowledge of Tribal and federal governments, Tribal treaties, agreements, laws, policies, executive orders, nonprofit organizations, and sensitive issues associated with the management of forestry and natural resources. Knowledge of federal grant and contract procedures and policies. Skill in supervision of technical and administrative personnel with the ability to give them proper guidance and direction. Proven success working with a board of directors. Strong interpersonal skills and ability to work effectively with a variety of people with authority to make decisions covering a wide range of forestry and natural resource management programs. Applicants will also need experience pursuing non-traditional funding sources (i.e., private foundations). Applicants shall demonstrate their ability to deal effectively with personnel from all levels of Tribal, Federal, and State governments, academia, special interest groups and the general public. Must possess the ability to read, analyze and interpret common policy and technical documents, financial reports, and legal documents effectively and present information to the Board and ITC membership.
- Requires the ability to perform all of the duties of the job that support its objectives. Requires the ability to plan, prioritize, and assign work in order to meet long range and annual objectives, schedules, and timelines and convert to goals and objectives for subordinate functions and positions. Requires the ability to develop and sustain partnerships with governmental, private-business, and Tribal entities. Requires the ability to establish standards for levels of service and develop productive work teams at all levels, including human resource management, employee relations, and support of the highest ethical

standards of workplace performance. Requires the ability to exhibit awareness of Tribal traditions, customs, and socio-economic challenges. Requires the ability to draft complex reports and program materials. Requires the ability to interact on both a formal and informal basis with a wide range of contacts within and outside of the Tribal setting.

- This position requires a significant amount of travel which can be very demanding and may need to occur on short notice. This may require regular and recurring exposure to moderate risks associated with travel. The majority of work time will be spent in an office environment and includes standard demands associated with this setting. The Executive Director must be able to lift up to 50 lbs.

#### **Essential Duties and Responsibilities:**

- Serves as Executive Director for the ITC and is responsible for the planning and organization of the ITC's day-to-day operations including services, communications, staffing, fund raising, budgeting, and reporting.
- Develops and implements ITC's business under the direction of the ITC Board of Directors (the Board), and under direct supervision of the President of the Board.
- Develops and implements annual operational plans based on ITC's priorities, operational needs, and fiscal requirements and contracted deliverables.
- Oversees monetary management of the organization. Responsible for collaborating with the nonprofit treasurer and must demonstrate competence in reading, creating, and understanding financial documents, including budgets, cash flow, income statements, balance statements, and statements of functional expenses. They should understand the basics of 990 tax returns, audits, and compliance. Creation of and adherence to financial controls are also important.
- Ensures that onboarding, recruitment, retention, management, and compliance are conducted with excellence. This means delegation, decision-making, creating clear staff roles (job descriptions), and supervising collaborative tasks (projects and meetings) to ensure that they are done efficiently, inclusively, and with respect. Develop future leadership. Develop and annually review for changes a compensation policy, including benefits, for all ITC employees that will be presented to the Board for approval. Also responsible for supervision of ITC staff.
- Ensures implementation of all ITC's policies, procedures, and performance standards by all staff members and present proposed updates/changes to the Board.
- Coordinates ITC functions with all interested Tribal, Federal, State governments and private organizations.
- Develops cooperative agreements, grants or contracts with Federal departments/agencies and completes required reporting and submission of financial statements in a timely and professional manner.
- Promotes Tribal interests at the national, regional, and local scale in the field of forestry and fire management, predicated on the goals and objectives of the ITC Board.
- Cooperates with other professional organizations involved in forestry, fire, and other natural resource management (i.e., SAF, AISES, NAFWS, etc.).
- Promotes working relationships with Tribal nations, and other Intertribal organizations across the continental United States and Alaska.
- Promotes membership with the ITC including individuals, Tribal Governments, and other interested organizations.
- Reviews, compiles, and recommends to the Board all special projects submitted to the ITC by Tribal programs for support and technical assistance.

- Maintains sufficient flexibility to respond to unplanned assignments where ITC expertise is sought or as directed by the Board.
- Advocates on behalf of ITC and its members on pending legislation and appropriations before Congress affecting Tribal natural resources, including forestry, fire, and other natural resources important to member Tribes.
- Provides strategic leadership for planning, innovating, implementing, and evaluating business and governmental services.
- Facilitates strategic planning, development, and implementation on behalf of the Board. Ensures strategic initiatives are completed by identifying initiatives and priorities and collaborates with staff to prepare action plans, timelines, and performance measures.
- Researches and monitors federal, state, and local government and private sector activity to stay current with legislation and business trends that could impact Tribal interests.
- Ensures all applicable laws, regulations and protocols are observed in all matters at the federal, state, local and Tribal levels.
- Understands the requirements of 501(c)(3) status and ensures that ITC maintains compliance with the requirements of the nonprofit tax-exempt organization.
- Attends, helps coordinate, and facilitates quarterly board meetings and the annual National Indian Timber Symposium.
- Performs other duties as required to accomplish the objectives of the position.
- This position requires a significant amount of travel which can be very demanding and may need to occur on short notice. This may require regular and recurring exposure to moderate risks associated with travel. The majority of work time will be spent in an office environment and includes standard demands associated with this setting. The Executive Director must be able to lift up to 50 lbs.