



## JOB DESCRIPTION

**Job Title:** Executive Director

**Reports to:** IP3 Board of Directors

**Status:** Full-time (40+ hrs weekly), exempt, flexible hours

**Classification:** Salary, with benefits

**Salary Range:** 90,000 - 120,000, depending on experience

**Location:** In Office (PDX) or Remote, Travel required as needed

**Organizational Overview:** Indigenous People's Power Project, or IP3, is a nonviolent direct-action training and support network advancing Indigenous communities' ability to exercise their inherent rights to environmental justice, cultural livelihood, and self-determination. We were formed in 2004 as a project of the Ruckus Society and received our 501c3 status in June 2020. IP3's Mission is to provide nonviolent direct-action training, campaign support, and community organizing tools to support Indigenous communities taking action in defense of their homelands. We do this by providing Indigenous-centered curriculum and training that are customized to the needs of Indigenous communities who request support all over Turtle Island.

### **Job Summary:**

Indigenous People's Power Project is seeking an experienced Executive Director to lead our organization into the future. The successful candidate will be responsible for overseeing all aspects of our organization, ensuring that we are operating efficiently and effectively to meet our goals. In this role, you will work closely with the Board of Directors, our team, and our network. You will ensure that staff members are aligned with the mission and vision of IP3 and that we are working together to successfully achieve strategic objectives. IP3 has a close-knit culture in which we place a high priority on communication, recognition, and collaboration. We are in search of an Executive Director who is aligned with our culture and will continue to enhance it through positive leadership.

### **Responsibilities and Duties:**

1) **Board Governance:** Works with the Board in order to fulfill the organization mission.

- Responsible for leading the organization in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

- Assist board in building and sustaining all board functions, operations, administration, and planning to help ensure proper board governance and compliance with legal requirements.

**2) Executive Management:** Provide day-to-day management and oversight of all IP3 activities.

- Implement IP3's internal organizational structure.
- Delegate authority within the organization and hold assigned staff accountable for duties and responsibilities
- Foster a team management approach to problem-solving.

**3) Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization.

- Responsible for fundraising and developing other revenues necessary to support the organization's mission.
- Responsible for the fiscal integrity of the organization, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization and maintenance of the organization in a positive financial position.
- Work with the Board to set and implement best practices and policies for financial management and operations.

**4) Organization Mission and Strategy:** Works with the Board and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.

- Responsible for implementation of the organization's programs that carry out the mission.
- Responsible for strategic planning to ensure that the organization can successfully fulfill its Mission into the future.
- Responsible for the enhancement of the organization's image by being active and visible in the community and by working closely with other professional, civic, and private organizations.
- Work with the Board to maintain and build healthy relationships within IP3 and the IP3 network, including proactively addressing situations that could harm relationships as they arise.

**5) Organization Operations:** Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate. Oversees the Human Resources Management.

- Monitors and ensures the organization's compliance with federal, state (remote employees), and local employment laws and regulations.
- Develops, maintains, and implements IP3 policies and procedures that have been approved by the Board of Directors
- Responsible for executing the best practices for the recruitment, staffing, hiring, supervision, and retention of competent, qualified staff.

- Takes lead in the liability and risk management with regard to human resources concerns, and employee relations and conflict resolution
- Responsible for effective administration of IP3's operations, including administrative day-to-day office procedures management
- Responsible for getting signatures from the Board Chair on all notes, agreements, and other instruments made and entered into and on behalf of the organization.
- Responsible for ensuring IP3-owned land, and facilities needs including maintenance and cleaning is properly managed and insured.
- Responsible for creating a healthy, welcoming environment for all involved in IP3's ecosystem.
- Responsible for all aspects of records management and storage within the organization i IT network and e-file manager best practices.

**6) Supervisory:** Responsible for supervision, coaching, counseling, and staff professional development needs.

- Supervise staff, including preparing performance evaluations, reviewing work plans, and assigning and reviewing work.
- Coach employees and identify and coordinate their training and professional development needs.
- Ensure that the projects and personnel are in compliance with organizational policies, procedures, and directives, requirements of partnering agencies, and other relevant parties.
- Meet regularly with project staff to ensure all goals and objectives are met.
- Complete staff performance evaluations within 30 days of employee's anniversary date, or with in 30 days of the completion of the employee's 6-month probationary period

**In addition:**

- Develop and implement strategic plans that meet the organizational goals and objectives created in partnership with the Board of Directors
- Recruit and develop a team of leaders to manage critical business functions
- Ensure commitment to and compliance with all applicable laws and regulations across the organization
- Create a culture of transparency and communication throughout the organization
- Develop positive relationships with the Board of Directors, staff members, trainers, and network members
- Proactively address challenges in the internal and external environment to protect business interest
- May require occasional weekend and evening hours, work beyond 40 hours per week, and national travel
- And other duties as they arise or the Board sees fit

**Standards of Conduct:**

- Consistently exhibit professional behavior and the high degree of integrity and impartiality appropriate to the responsible and confidential nature of the position.

- Effectively plan, organize workload, and schedule time to meet workload demands.
- Exercise judgment and initiative in performance of duties and responsibilities.
- Work in a cooperative manner with all levels of management, Board of Directors, and with all IP3 staff.
- Treat IP3 Board of Directors, Tribal people, and partners with dignity and respect and show consideration by communicating effectively.
- Participate willingly in IP3 activities.
- Abide by IP3 policies, procedures, and structure.
- Research and with the approval of the supervisor, attend training as needed to improve skills that enhance overall capabilities related to job performance

## **Qualifications and Skills:**

### **Required:**

- A minimum of 5 years of management or supervisory work experience directly demonstrating the ability to use supervisory techniques in a team environment; program management and operations control.
- Previous experience in a high-aptitude senior leadership role.
- Demonstrated ability to develop and implement successful strategic plans.
- Deep understanding of financial strategies and finance-related performance metrics.
- Strong aptitude for verbal and written communication, presentation, and relationship development.
- Demonstrated knowledge of executive management and governance best practices.
- A minimum of 3 years of experience in nonprofit organization grant and contracting management, including grant writing and reporting;
- Proficiency with Zoom and Google Suite (Calendar, Documents, Sheets, Slides, and Groups) and willingness to learn other necessary online platforms;
- Ability to effectively plan, organize, prioritize and manage a variety of functions and projects, work plans and tasks and delegate;
- Demonstrated excellence in fostering strong relationships, connections and engagements across a region and among diverse communities and membership;
- Demonstrated leadership and conflict resolution skills
- Detail-oriented, organized, and able to meet deadlines;
- Flexible and able to adjust to evolving job demands; and
- Ability to work independently and in a team.
- Willingness to travel extensively.
- Lived experience or significant experience working with Indigenous communities

### **Desired:**

- Experience in building or expanding coalitions by establishing new partnerships and relationships among individuals and groups;
- Demonstrated interest and passion for environmental protection and social justice.
- Self-starter: able to find motivation in all tracks of work, with minimal guidance or supervision

**Salary and Benefits:** \$90,000 to \$120,000 per year, dependent on experience. Benefits for full-time positions include medical and dental insurance (100% employer covered, starting the first day of the month following hire date), generous vacation package, flexible work environment, training and growth opportunities

**Physical Demands:** Frequently involves sedentary work. Also has periods of time with physical work, exerting up to 100 pounds of force and/or a negligible amount of force to lift, carry, push, pull or otherwise move objects, including the human body. Has a driver's license and is able to drive personal or work vehicles. Remote work with travel.

**Physical Requirements:** Constantly requires the ability to receive detailed information through oral communications, and to make fine discrimination in sound. Constantly requires verbally expressing or exchanging ideas or important instructions accurately, loudly, or quickly. Constantly requires working with fingers rather than the whole hand or arm. Constantly requires repetitive movement of the wrists, hands and/or fingers. Often requires walking or moving about to accomplish tasks. Occasionally requires standing and/or sitting for sustained periods of time. Occasionally requires ascending or descending stairs or ramps using feet and legs and/or hand and arms. Occasionally requires stooping which entails the use of the lower extremities and back muscles. Infrequently requires crouching.

**Typical Environmental Conditions:** The worker is frequently subject to inside environmental conditions which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions.

**Travel Requirements:** Moderate travel required. Some overnight travel outside of designated work areas is infrequently required. Current COVID-19 travel restrictions may apply in certain areas. Immune system boosters and masks recommended to stay healthy and responsible to the communities we travel to.

**Disclaimer:** The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and or skills required of all personnel so classified.

**To Apply:** Send an email to [info@ip3action.org](mailto:info@ip3action.org) with the subject line "Executive Director Application." Include a PDF attachment containing a cover letter, resume, a short writing sample (this could include a blog post, a social media post, a grant application or report, an email, or other writing sample), and a list of at least three professional references

**Application Deadline:** Applications will be reviewed on a rolling basis; First application review date is June 30, 2025. Please apply early.

***\*Indigenous Peoples Power Project does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.***



## Employment Application

Thank you for considering the Indigenous Peoples Power Project (IP3) in your job search. IP3 is 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.

Please print or type. Complete all questions and sign your name on the last page. Please complete each section, even if you attach a resume.

### PERSONAL INFORMATION

LEGAL NAME: \_\_\_\_\_ PREFERRED NAME: \_\_\_\_\_ PRONOUNS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Number

Street

Apt.

City

State

Zip Code

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Home

Mobile

Are you legally eligible to be employed in the United States?

Yes ☐ No ☐

Are you at least 18 years of age or older?

Yes ☐ No ☐

Have you ever been employed or in school using another name?

Yes ☐ No ☐

If yes, please explain:

Have you ever applied for employment, or have you ever been employed by or volunteered with IP3? If yes, please list positions applied for and/or dates or employment or volunteer activity.

Yes ☐ No ☐

Are you able to perform the essential functions of the job for which you are applying, with or without reasonable accommodation? If no, please explain:

Yes ☐ No ☐

Do you have any employment restrictions resulting from a non-compete or confidentiality agreement?

Yes ☐ No ☐

## EDUCATION

	Name and Location of School	Number of Years Attended	Degree Received	Subjects Studied/Major
High School/GED				
College or University				
Trade, Business, or Vocational School				
Graduate School				
Military				
Other				
Have you completed any special courses, seminars, and/or trainings directly related to the position for which you are applying? If yes, please describe:				
Software Applications/Skills:				
Other Skills:				
Licenses and/or Certifications relevant to the position you are applying for (include ID numbers and expiration dates):				



## EMPLOYMENT HISTORY

Please begin with your most recent employment. Provide an accurate, complete full-time and part-time employment record, including volunteer activities that are related to the position you are applying for.

May we contact your current employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Current Employer:</b>	From (MM/YYYY):	To (MM/YYYY):
Address:	Telephone number:	
Job title:	Supervisor's name:	
Describe your duties and responsibilities:		
Reason for leaving:		
<b>Employer:</b>	From (MM/YYYY):	To (MM/YYYY):
Address:	Telephone number:	
Job title:	Supervisor's name:	
Describe your duties and responsibilities:		
Reason for leaving:		
<b>Employer:</b>	From (MM/YYYY):	To (MM/YYYY):
Address:	Telephone number:	
Job title:	Supervisor's name:	
Describe your duties and responsibilities:		
Reason for leaving:		

Please provide any additional information that you would like us to know when considering your application. Include any relevant skills or current special trainings, honors, awards, fellowships, publications, memberships, etc:

## EMPLOYMENT DESIRED

Date you can start employment: \_\_\_\_\_ Position desired: \_\_\_\_\_

## PROFESSIONAL REFERENCES

List 3 persons not related to you, and that would have definite knowledge of your qualifications and suitability for the position you are applying for. Please list current contact information

	Name	Phone	Company	Years Acquainted
1.				
2.				
3.				

## REFERRAL SOURCE

How did you hear about us?

Have you worked for IP3 previously?

Yes ☐ No ☐

Do you know anyone who is currently employed by IP3?

Yes ☐ No ☐

If yes, please explain relationship: \_\_\_\_\_

## PLEASE READ CAREFULLY BEFORE SIGNING

I certify that I have answered the above questions truthfully and have not withheld any information relative to my application. I understand that any falsification, misrepresentation, or omission, as well as any misleading statements or omissions of the application information, attachments, and supporting documents generally will result in denial of employment or immediate termination, if discovered after hire.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for IP3 to hire me. If I am hired, I understand that either IP3 or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of IP3 has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to IP3 true and complete information on this application. No requested information has been concealed. I authorize IP3 to contact references provided for employment. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

I acknowledge reading and understanding the foregoing statements.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

Please submit this application with your cover letter, resume, writing sample, and any other required documents if applicable to:

**Indigenous Peoples Power Project**  
Email: [info@ip3action.org](mailto:info@ip3action.org)  
Subject Line: Executive Director Application