

	<p style="text-align: center;">SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY</p> <p style="text-align: center;">Salt River Financial Services Institution <i>A Community Development Financial Institution</i></p> <p style="text-align: center;">Executive Director Job Description</p>
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Salary: \$83,490 - \$101,232 - \$118,975

Opening Date: June 25, 2012

Closing Date: Open Until Filled

Application Instructions:

- Send salary history (required) & salary requirement with resume to:
SRFSIDirector@SRPMIC-nsn.gov
- SRPMIC Community Members and enrolled Native Americans must include a copy of their Tribal Enrollment Card or CIB that indicates enrollment in a federally recognized Native American Tribe.

Prior to hire as an employee, applicants will be subject to drug and alcohol testing. In addition, they will be required to pass a pre-employment background/fingerprint check. Employees are subject to random drug and alcohol testing.

“SRPMIC is an Equal Opportunity/Affirmative Action Employer” Preference will be given to a qualified Community Member, then a qualified Native American and then other qualified candidates.

In order to obtain consideration for Community Member/Native American preference, applicants must submit a copy of the Tribal Enrollment Card or CIB which indicates enrollment in a federally recognized Native American Tribe.

Position Description: The Executive Director is the Chief Executive Officer of the Salt River Financial Services Institution (SRFSI) reporting to the SRFSI Board of Directors (BOD). The Executive Director provides leadership to SRFSI and manages the Institution’s day-to-day operations. The Executive Director plans, administers, implements and monitors operations in accordance with the enabling legislation of SRPMIC Ordinance 311-06. The Executive Director has administrative responsibility and oversight for lending and program services for home ownership, business lending and other programs of the SRFSI, ensuring compliance with all federal, state and Community contracts, regulations and policies. **This job class is treated as FLSA Exempt.**

Background: The SRFSI is a non-profit lending entity created by Ordinance 311-06 by the Salt River Pima Maricopa Indian Community (SRPMIC) Tribal Council on April 5, 2006. The Board of Directors was appointed in August 2006. The successful candidate for the Executive Director position will be a highly qualified individual whose experience, knowledge, communication skills, proven management track record and high energy level will assist the BOD in realizing key strategic objectives of the Community that have been vested into this organization.

Essential Functions: Essential functions may vary among positions and may include the following tasks, knowledge, abilities, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not intended to be a comprehensive listing of tasks performed by all positions in this classification.

Primary Responsibilities of the Executive Director

1. SRFSI Board of Directors: Serves as the lead staff liaison to the BOD regarding SRFSI activities. Prepares and presents recommendations to the BOD for the short and long-term health and success of the organization.

- Prepares written comments, recommendations and advises the BOD, funders and the Community Council regarding national legislation, federal rules, regulations and legislation

affecting the lending industry.

- Implements all orders and resolutions of the BOD. Contributes to the SRPMIC by coordinating with departments and organizations to effectively and efficiently carry out the mission, goals and objectives of the organization.
- Ensures all Institution staff understand and preserve all applicable guidelines for Community Development Financial Institutions (CDFI), SRPMIC, plus funder directives and guidelines.
- Provides advice, direction and authorization to carry out major plans and procedures consistent with established Institution policies and BOD guidance.
- Provides the BOD with regular reports regarding operational efficiency, accomplishment and outstanding challenges.

2. Strategic Planning: Develops, designs, leads and directs strategic planning for the SRFSI.

- Establishes and implements short and long-term goals and objectives.
- Establishes and implements policy and procedures for the Institution. Ensures consistent compliance and that related issues are resolved in a fair and timely manner.
- Conducts strategic planning sessions to develop and plan for future lending needs and related services for the Community.

3. Administration and Operations: Directs the functional and operational activities to attain overall SRFSI goals and objectives. Provides day-to-day management of Institution staff.

- Inspires, motivates, manages and provides leadership for key management staff in strategic planning and implementation of goals and objectives for the Institution.
- Defines, implements, maintains and improves overall Institution operational processes to attain maximum efficiency and outstanding customer service.
- Plans, develops, organizes, directs and coordinates all operations, functions, management and maintains the SRFSI programs, services and activities.
- Works to attain primary goals and objectives by complying with the SRFSI Policies and funding guidelines.
- Serves as the contracting authority for all services and other contracts, negotiations and activities.
- Prepares and presents periodic detailed verbal and written reports and resolutions concerning SRFSI activities to the BOD, SRPMIC Council, Administration, and other government officials, partners, Community Members, the media and public.
- Maintains computerized database of information and statistics for reporting compliance with funding source requirements.
- Administers policies and procedures as established by BOD actions.
- Develops, recommends and implements administrative policies, procedures and regulations.
- Represents the SRFSI at meetings and conferences with Regional and National organizations, Community/Federal Government Departments, cities/towns and the state regarding lending issues and opportunities.

4. Financial Management and Audits

- Ensures staff properly and timely records financial transactions in the general ledger in accordance with General Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) and SRPMIC policy. Analyzes accounting management reports for accuracy and submits to BOD for review.
- Establishes, administers and implements annual budgets and financial management plans as approved by the BOD
- Exercises fiscal responsibilities by implementing financial controls and cost effective solutions
- Maintains and monitors investments according to BOD direction.
- Manages all department budgets, budget controls, financing and investments.
- Establishes, administers and implements annual budgets and financial management plans as approved by the BOD.
- Conceptualizes and implements financial management strategies to maintain acceptable minimum prudent standards for CDFIs with respect to capital and operating funds and other measures and ratios of financial health
- Ensures that all funders are provided appropriate financial reporting.
- Ensures annual financial audits under the Single Audit Act are conducted to provide adequate record of fiscal responsibility and accountability.
- Conducts annual audit and recommends resolution actions.

- Obtains other audits and fiscal reviews as necessary.

5. Supervision: Supervises, mentors, hires and terminates the SRFSI staff.

- Prioritizes and coordinates staff workflow, activities and provides training and assistance as needed.
- Prepares and approves performance reviews for all Institution staff.
- Mentors the SRFSI staff so they attain the technical and customer service skills along with experience necessary to perform independently and attain further career progression goals
- Assumes responsibility for personnel matters including employment procedures, grievances and employee relations.
- Sets program direction with the BOD and Senior staff.
- Establishes and maintains relationships with various SRPMIC Government departments, the Council and other external organizations to plan and implement SRFSI goals and objectives.

6. Fund Development and Management:

- Sustainability: Develops and implements short and long-range goals and objectives for financing lending needs.
- Fundraising, Grant Writing and Management: Studies, surveys and analyzes funding needs and pursues external funding sources for program operations and develop relations
- Researches and conducts strategic planning to develop funding strategies including establishing and maintaining relationships with various funding sources.

7. Miscellaneous: Performs other SRFSI job related duties as assigned by the BOD.

Knowledge, Skills, Abilities and Other Characteristics:

- Knowledge of the history, culture, laws, customs and traditions of the SRPMIC.
 - Experience with consumer, residential and business lending.
 - Knowledge of applicable federal, state and SRPMIC laws and regulations.
 - Knowledge of applicable SRPMIC Code of Ordinances and other applicable laws, policies and procedures.
 - Knowledge of the Community and outside resources that may be utilized to assist the SRPMIC lending programs and services.
 - Knowledge of mortgage/business underwriting, construction lending, contracting, portfolio sale, and loan structuring.
 - Knowledge of community development, training/education programs and financial literacy
 - Knowledge of social and economic concerns and needs of the Community.
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- Proven track record in organizational management, personnel management, budget preparation and accounting practices, fund raising, contract administration and meeting planning.
 - Skill with verbal and written presentations, public relations and media presentations as well as presentations to the governmental leaders, banking officials and others.
 - Experience writing and submitting grants.
 - Management experience with a CDFI or related non-profit entity.
 - Experience working for a Native American Community or entity that serves Native Americans.
 - Experience with land tenure and administration within Indian Country, specifically restricted property interest in Tribal Trust and Trust Allotted Lands.
 - Skill establishing and maintaining effective working relationships with various partners, including Community Members, affinity groups, funders, SRPMIC Departments, insurance representatives, staff, upper level management and regulatory entities.
 - Exceptional verbal and written communication skills.
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- Ability to work with a Board of Directors.
 - Ability to develop and maintain positive and effective working relationships with persons at all levels in the Institution and with members of the Community.
 - Ability to analyze, clarify and effectively interpret laws and regulations governing lending.
 - Ability to understand unique Community needs of the SRPMIC.
 - Ability to plan, organize and coordinate the work of management level staff.
 - Ability to research, compile and analyze data to prepare timely and accurate reports.
 - Ability to prepare budgets, funding need forecast, analyze, monitor and report on the financial status of the Institution.

Qualifications:

- **Education and Experience:** A Bachelor's degree from an accredited college or university in Business Administration, Finance, Community Development or a closely related field AND 7 years experience in management of a lending body, public agency, private organization or national association similar to the administration of a Community Development Financial Institution.
 - A Master's Degree (MBA or Masters in Finance) is preferred.
 - Experience working with mortgage/business loan underwriting, tribal realty laws and regulations and tribal commercial laws and regulations or closely related field is highly desirable.

- **Equivalency:** Equivalent combinations of education and experience that will allow the applicant to satisfactorily perform the duties of the job may be considered.

- **Insurability:** Must possess and maintain a valid Arizona Driver's License and meet the SRPMIC insurance standards.

- **Special Requirements:** Must be able to be bonded in the State of Arizona.
 - Will require work in outside normal business hours including nights, weekends and holidays.
 - SRFSI is an Equal Opportunity Employer.