

## **Managing Director**

**Deadline for Applications: October 20, 2018**

### **Job Description**

The Maine Indian Tribal State Commission is looking for a Managing Director who will work with the Commission and Chair to develop and execute the Commission's work plan as it pertains to its charge to continually review the effectiveness of the Maine Indian Land Claims Settlement Acts, prepare and implement comprehensive plans to facilitate achievement of this responsibility and provide strategic advice to the Commission and chair.

The Managing Director will be responsible for the operation of the Commission, legislative work and the generation of reports. The ideal candidate will have a working understanding of Federal Indian Law and the Maine Indian Land Claims, be a strategist and a consensus building, and have very strong conflict management skills.

Tribal citizens are strongly encouraged to apply.

### **Responsibilities**

- Develop and execute the Commission's work plan in order to meet the Commission's responsibilities to the Tribes and the State of Maine.
- Provide strategic advice to the Commission and Chairperson so that they will have accurate understanding of the issues brought before the Commission and options for response.
- Prepare and implement a development strategy to fund the work of the MITSC.
- Ensure that the work and the positions that the Commission develops are communicated thoroughly to all levels of the State government, the Tribes and the general public.
- Communicate and maintain trust relationships with stakeholders, community partners and authorities.
- Oversee the Commission's financial performance.
- Oversee the research and development of and/or author all reports.
- Act as the public speaker and public relations representative of the Commission in ways that strengthen its profile
- Analyze problematic situations and occurrences and provide solutions to ensure the health of the Tribal-State relationship.

### **Requirements**

- 2-3 years experience as Managing Director or other managerial position desirable
- Strong writing skills
- Demonstrable experience in developing strategic and business plans
- Familiarity with federal Indian law and the Maine Indian Land Claims Settlement Acts.
- Strong understanding of legislative and public policy
- Familiarity with management best practices

- Excellent organizational and leadership skills
- Excellent communication, interpersonal and presentation skills
- Outstanding analytical and problem-solving abilities
- BSc/BA in business administration, political science or legal studies or commensurate experience.

This is a full-time position salaried at \$27.00 to \$35.00 an hour salaried depending on experience. A benefits package is included. We ask that applications submit their CV and a writing sample.

**MITSC is an Equal Opportunity Employer.**