

NATIVE VILLAGE OF NUIQSUT JOB DESCRIPTION



JOB TITLE: Executive Director
REPORTS TO: President
SUPERVISORY: Yes
SALARY: \$76,000 - \$88,000
WORK SCHEDULE: 9:00 am to 5:00 pm Monday through Friday
POSITION TYPE: Exempt
DATE: November 12, 2025

ABOUT US:

The Native Village of Nuiqsut is dedicated to supporting our Tribal Citizens and strengthening our future. We work together to protect our subsistence way of life, provide quality services, and support initiatives that benefit our community. As we continue to grow, we remain committed to honoring and preserving the rich cultural heritage of the Nuiqsut People.

POSITION OVERVIEW:

We are seeking a dynamic Executive Director to lead strategic initiatives, manage operations, and strengthen partnerships that safeguard tribal interests and enhance community programs. This role combines high-level coordination with hands-on leadership, ensuring alignment between tribal priorities and administrative functions.

KEY RESPONSIBILITIES:

- Provide strategic leadership and implement directives from the Tribal Council and President.
- Oversee budgets, staff performance, and program operations.
- Coordinate tribal responses to oil and gas development, including the Willow Project and NPR-A activities.
- Support consultations with industry and regulatory agencies; prepare reports and briefing materials.
- Ensure tribal standards and ordinances are applied to industrial activity.
- Develop funding opportunities through grants and partnerships.
- Communicate regularly with Tribal Citizens through meetings, newsletters, and social media.

REQUIRED QUALIFICATIONS:

- 7+ years of experience in tribal administration, natural resources management, or government relations.

- 3+ years in a supervisory or management role.
- Proven success in grant writing and securing funding.
- Strong organizational and communication skills.
- Commitment to serving Tribal Citizens and promoting community well-being.

DESIRED QUALIFICATIONS:

- Knowledge of oil and gas development in NPR-A, the Willow Project, NEPA, ANILCA, and permitting processes.
- Cultural fluency with subsistence practices and traditional ecological knowledge.

BENEFITS:

- Medical, Vision and Dental
- Short and Longterm disability
- 401(k)
- Child Care Assistance

Native preference: The Native Village of Nuiqsut is an equal opportunity employer and, in accordance with P.L. 93-638, will give preference to equally qualified Alaska Native and American Indian candidates. To qualify, applicants must provide proof of AN/AI status with their application.

Barrier crimes: All applicants must meet and, during the term of their employment, continue to meet all applicable criminal background check requirements and character standards under the terms of the Alaska Barrier Crimes Act ("ABCA") at AS 47.05.300 et seq. and the regulations at 7 AAC 10.900 – 7 AAC 10.990. Applicants must not have been charged with, convicted of, found not guilty by reason of insanity, or adjudicated as a delinquent for or to any crime that would prevent from providing services under ABCA as specified at 7 AAC 10.900 – 7 AAC 10.990. Applicants will notify the Native Village of Nuiqsut immediately upon being charged with any such crime prohibited under ABCA.

NATIVE VILLAGE OF NUIQSUT IS AN ALCOHOL AND DRUG FREE WORKPLACE.

The Job Description reflects Native Village of Nuiqsut's best effort to describe the essential functions and qualifications of the job described. This document is not intended to exclude an opportunity for medications consistent with providing reasonable accommodations. This is not intended to be a contract.

Your signature requires that you read this Job Description and understand the essential functions and essential qualifications of the job.

Name: _____

Date