



**AMERICAN INDIAN COUNCIL
OF MARIPOSA COUNTY**

SOUTHERN SIERRA MIWUK NATION
P.O. Box 186 · Mariposa, California 95338
SouthernSierraMiwukNation.org

Managing Director

Chairperson
William H. Leonard

Vice Chairperson
Gary E. Harlow

Secretary
Irene A. Vasquez

Treasurer
Emily T. Dayhoff

Director At Large
Richard D. Hogan

Overview

The Managing Director position at AICMC is a new position. AICMC is in a period of formalizing their work structure and is seeking a Managing Director that has a well-rounded background in nonprofit operations and can handle all the operational elements of a small nonprofit organization with particular attention to the Miwumati Family Healing Center program of the AICMC. This position will interface regularly with the AICMC Board of Directors, existing employees, members of the Council and contractors.

Key Responsibilities

Program Operations Leadership. Develop, oversee and continually enhance the operational infrastructure, systems, and processes that ensure effective and efficient operations – such as finances, record-keeping, reporting, planning, invoicing and formalizing workflow. Develop a realistic, meaningful evaluation program. Manage systems to track work product, as well as systems that will allow for visit billing in the future. Develop recommendations to inform decision making and strategy development. Support organizational-wide goals that model the Indigenous values-based culture of the AICMC.

Operational Systems, Policies, Procedures and Practices. Create tools and workflows that enhance the work and effectiveness of the Miwumati Family Healing Center and the AICMC general operations. Develop and maintain a robust operations policies and procedures manual, including Behavioral Health specific policies for client confidentiality and regulatory compliance.

Fund Development. Responsible for the identification, exploration and support of funding opportunities, which includes direct funding from the County, other grants and expanding the customer base for earned income work through Cultural Monitoring.

Support to the Council Board of Directors. Work with the Board to prepare for Board meetings including agenda development and generation of financial and other reports. Assist in annual strategic planning, budgeting, contract management for outside consultants/contractors, key performance metric analysis and tracking, implement regular trainings for Board development. Participate in strategy discussions and decision making, providing crucial perspectives on the operational implications of decisions, and promoting a culture of accountability and consistency. Serve as a creative and dependable problem solver and thought partner to the

Board.

Communications and Coordination. Work with Board Secretary to facilitate content and updates to all communications channels. Work with volunteer Committee Chairs to assist with communications planning, alignment with AICMC goals and thank yous. Maintain overall database of donors with detailed giving information. Respond to inquiries and route them to the most appropriate person as needed. Assist in supporting Committee Chairs in coordinating activities, including maintaining an annual calendar, and some logistical support. Serve as a key liaison to all stakeholders, including Mariposa County and the National Park Service, to help build effective, supportive and efficient working relationships.

Compliance. Responsible for developing systems to track activities that connect to improved operations and reporting for grants and customers as well as to inform decision making regarding strategy. Ensure that all operations are compliant with AICMC policies, procedures and practices and align with the AICMC mission. Responsible for ensuring compliance with all Behavioral Health clinic regulations.

Staff Management. Manage all AICMC staff. Effectively balance workload and assignments across the team; provide coaching, feedback, and support the professional development of individual team members. Work closely to support effective and thoughtful working relationships among staff. Provide effective leadership for staff, including training, assigning and directing work, and appraising performance. Work with staff across the organization to create a culture of learning and collaboration. Embodiment of effective and respectful teamwork.

External Engagement. Serve as an ambassador, participant and presenter at a range of external meetings and convenings, as appropriate, related to organizational goals and Board needs. Assist in building and supporting existing networks.

Support for Volunteers. AICMC is successful because of its many volunteers. This position will provide some support to Committee Chairs, such as in providing financial reports for their programs and assisting them in thinking through challenges and/or planning. Provide support for assisting Chairs in documenting their program processes. Work with Committee Chairs to create workflows that ensure timely submission of receipts and grant report information and/or writing.

Special Projects. Other duties as assigned.

Education and Qualifications

Education:

Five years or more experience managing organizations or large programs with demonstrated competence and success. Bachelor's degree is preferred but not necessary. Competent experience can be accepted in lieu of a formal degree.

Mandatory Qualifications:

- Excellent written and verbal communications skills.

- Competence with technology.
- Ability to maintain confidentiality.
- Cultural humility.
- Experience supervising staff.
- Handles deadlines and pressure with poise and flexibility.
- Effective time management skills with demonstrated ability to balance multiple priorities and tasks simultaneously and manage a diverse and demanding workload.
- Ability to build and maintain networks.
- Successful fund development and/or earned revenue expansion.
- Professional demeanor that demonstrates warmth, dependability, responsiveness, knowledge and credibility.
- Passion for Native rights and justice.

Preferred Qualifications:

- Experience working in mental/behavioral health and/or healthcare settings.
- Experience working in Native communities.

Compensation

As a small nonprofit, we are able to offer a salary range of \$38,000 to \$42,000. We provide a small healthcare stipend to assist with your purchase of private health insurance and modest paid time off, inclusive of sick days. Also included is a budget for professional development and the opportunity to work for a mission-driven, Native values-based organization in a charming rural community at the gateway to the magnificent Yosemite National Park, our homeland.

How to Apply

Interested and qualified candidates should send a cover letter and resume to miwumatisearch@gmail.com. All correspondence will be confidential. The American Indian Council of Mariposa County is an equal opportunity employer.

About AICMC

The American Indian Council of Mariposa County is a non-profit agency which was initially incorporated by the state in 1972, and subsequently became a non-profit 501 C-3 entity in January 1993. The objectives and purpose of The American Indian Council is:

- (1) To maintain and provide education to its members and the public concerning the historical, social, and cultural traditions of the Indians of Mariposa County.
- (2) To take any action necessary for the protection and preservation of Indian cemeteries, burial and archeological sites, and artifacts.
- (3) To provide educational, social, housing and economic development, and health services for its members.
- (4) To encourage and promote by all practical means a proper system of education for members of all ages in such subjects as home economics, hygiene, child care and

development, etc. cooperating with state and federal departments and agencies which seek to promote such work.

(5) To administer scholarship programs if and when funding is available for such programs.

The Council currently operates out of the American Indian Council Office next to the Miwumati Family Healing Center in Mariposa, California, and operates a variety of Tribal community and public events throughout the year. In addition, the Council provides cultural monitor work and general consultation to the government and private parties. For more information, see the website of the Southern Sierra Miwuk Nation: <https://www.southernsierramiwuknation.org/>