



**ʔaluspuʔús**  
**Hearts Gathered**

**skʷant sənmaʔmáyaʔtən**  
**Waterfall School**

1B Smitkin Drive, P.O. Box 767, Omak, WA 98841  
[www.heartsgathered.org](http://www.heartsgathered.org)

Phone: (509) 422-5653 or (425) 406-6341  
[info@heartsgathered.org](mailto:info@heartsgathered.org)

## **Executive Director Job Description**

**Executive Director's Role:** To provide executive level administration and management of the operations of Hearts Gathered, including its Native language immersion school operations ("operations"). The Executive Director will participate with the Board of Directors in providing advice, resources, information and reports to develop and implement the strategic and business plans for the operations. Responsible for managing the acquisition and distribution of the Hearts Gathered's fiscal, material and human resources to advance and sustain Hearts Gathered's vision, mission, goals and objectives. Performs a wide range of management system activities related to accounting, finance, contracting, property and personnel operations, fundraising and grant activities. Responsible for the overall operations and management of the immersion school, including staff and volunteer development and supervision, forming programming partnerships and community relationships, and marketing and public relations. Reports to and is supervised and directed by the Board of Directors.

### **Major Responsibilities:**

- Participate with the Board of Directors in developing and enhancing the mission, vision and objectives for the school and organization.
- Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.
- Provide reports, information and resources to the Board of Directors in a timely manner on all matters affecting the internal and external activities, finances, property and reputation of the operations, and ensure performance of annual financial review.
- Work with fluent Native language speakers and cultural experts to engage in immersion teacher training opportunities.
- Recruit families for school enrollment and promote school projects.
- Responsible for facilities operations, including maintenance and renovations, securing bids and keeping facilities up to code.
- Responsible for maintaining a safe environment for students, employees and volunteers.
- Maintain official records and documents, and ensure compliance with federal and tribal regulations, including filing annual report to IRS.
- Coordinate regular staff meetings and in-service training; identify administrative problem areas; prescribe and monitor corrective action plans; and direct the implementation of overall goals.
- Responsible for grant applications, securing grant funding and ensuring the effective implementation and management of grants.

- Develop and maintain sound financial practices; work with staff and board in preparing budget; see that organization operates within budget guidelines; ensure that adequate funds are available to permit the organization to carry out its work.
- Maintain a working knowledge of significant developments and trends in the field of language immersion and Montessori schools.
- Responsible for the recruitment, employment and release of all personnel, both paid staff and volunteers.
- Develop job descriptions, hold regular performance evaluations, and practice sound human resources management.
- Maintain a climate that attracts, keeps, and motivates a diverse staff of top-quality people.
- Marketing and public relations.

### Qualifications and Attributes

- Education: M.A. in Education, Education Administration, Business Management, or a closely related field *preferred*. If the candidate does not meet the education criterion, then the resume should identify applicable certificates, training or experiences the applicant has obtained which may be beneficial in the selection process in lieu of the M.A. degree.
- Has a strong commitment to learning and revitalizing the Native languages and a great understanding and appreciation of the mission and purpose of Hearts Gathered.
- Respectful demeanor and attitude toward the people of the Confederated Tribes of the Colville Reservation, especially the elders and children.
- Knowledge of management, accounting practices, and grant proposal processes.
- Excellent verbal and written communication, interpersonal and organization skills.
- Demonstrates ability to plan and direct complex work projects; ability to develop, present and plan long-range program budgets.
- Demonstrated ability to manage human resources, including resolution of conflicts.
- Must pass criminal background check.

**Disclaimer:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees to this job.

I acknowledge that I received the employee policies and procedures handbook.

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Signature

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Date