

## **POSITION DESCRIPTION**

**Title:** Planning Director

**Reports To:** Council/Tribal Chairman

**Location:** Happy Camp, California

**Salary:** \$55,000 - \$65,000, depending on experience

**Classification:** Full Time, Regular, Exempt

**Summary:** The Planning Director will assist the Tribal Council, Health CEO, Chief Finance Officer and more than a dozen department directors in assessing immediate and long-time needs of the Tribal membership and departments; planning new and expanded programs of service; researching and writing grants & funding proposals; and securing the financial and other resources for successful program implementation and continuation.

**Responsibilities:**

1. Shall monitor Notices of Funding Availability (NOFAs), Requests of Proposals (RFPs), the Federal Register and other notifications of public and private sector resources available to meet high-priority needs of the tribal membership; respond to notifications and inquires received from Tribal administrators and department directors; and share information regarding resource availability with Tribal administrators and department directors.
2. Shall meet regularly with Tribal administrators and directors to review grant opportunities and prioritize and develop funding priorities and program advancement. Following review and prioritization, potential funding priorities shall be reviewed with Tribal Council to maintain consistency of mission with the Tribe's strategic plan.
3. Shall act as project leader for all assigned grant applications. Creates time line for grant completion and gathers the necessary information from Tribal administrators and directors for grant completion. Performs necessary research to supplement application narrative, budget, or attachments.
4. Shall assist all new program development and improvements in existing programs and ensure optional planning to reserve and expand resources and to follow the Tribes Mission.
5. Shall collaborate with all stakeholders to perform various strategies and coordinate with program directors and/or managers to monitor all activities and resolve availability of program advancement.
6. Shall participate with members of the management team and Tribal Council in long-term strategic planning processes as well as in short-term problem solving processes of Tribal

- departments. Attendance at management team meetings, bi-monthly Tribal Council planning meetings, and the majority of monthly Tribal Council meetings is also expected.
7. Shall complete and submit monthly Planning Office reports to be submitted to Tribal Council for review at Tribal Council meetings. Shall also submit quarterly newsletter articles on Planning Office activity for distribution for Tribal membership.
  8. Shall assist Tribal administrators and department directors in developing program strategies, goals, work plans (including goals and process objectives and outcomes), staffing plans, and budgets. Realistic time frames for program implementation and sustainability shall be considered and developed.
  9. Shall facilitate program coordination and optimum resources utilization by serving as a liaison between Tribal departments and programs. This may include: attending regular department meetings, meeting with department directors regularly to discuss goals and funding opportunities, and attending department events to gain a better understanding of department activities.
  10. Acts as a liaison to funding sources, including the Counties of Humboldt and Siskiyou and other local, private, county, state and federal agencies. Considers establishing on-going support relationships when approaching foundations as well as one-time gift opportunities.
  11. Shall assist Tribal administrators and department directors in the development of internal and external assessment instruments and evaluation methods for grants, as well as reporting procedures that are responsive to funder requests.
  12. Shall be available for local and out of the area travel as required for job related training. Shall attend all internal and external meetings and functions as requested.
  13. Shall review and edit grant applications (forms, narratives, budgets, and attachments) for grammatical and informational completeness, review content for clarity, and make constructive suggestions, as requested. Shall also provide research assistance and develop assignments for the Grants Coordinator.
  14. Shall bear primary responsibility for the internal workings of the Planning Office. This includes: maintaining a transparent filing system, making copies of grants for planning purposes, providing Self-Governance with copies of Tribal Resolutions, returning all phone calls and correspondence (written and electronic), and other related tasks.
  15. Shall provide supervision and oversight of the Grants Coordinator. Within the Tribes Mission Statement, together, grow the Planning Office to a substantial department and oversee compliance with other directors and/or managers to ensure growth of the Tribes Planning Office.
  16. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Have the ability to work effectively with Native American people in culturally diverse environments.

2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to incorporate the schedule and task needs of the Grant Writing Department, as needed, so deadlines are not jeopardized.
4. Have the ability to establish and maintain harmonious working relationships with other employees, Tribal Council, funders, and the public, including Tribal Membership.
5. Have the ability to understand and follow oral and written instructions. Be able to plan for and complete tasks that require delayed follow-up.

**Requirements:**

1. Bachelor's Degree in liberal arts, planning, social sciences, rural or Tribal community development or related field or demonstrated abilities to plan programs serving Tribal communities.
2. Two years' experience in program planning and grant writing.
3. Demonstrated abilities to initiate and follow through on complex planning task, manage time well, meet deadlines and respond effectively to sometimes frustrating and unforeseeable complications in the performance of assigned duties.
4. Demonstrated ability to work in culturally diverse environments; demonstrated commitment to serving Tribal communities in a creative, problem solving mode. Demonstrated ability to draw programming connections and identify related goals between programs and departments that will both facilitate the Tribe's strategic plan and be more competitive when reviewed by funders.
5. Strong oral and written communication skills, demonstrated ability to use computer data and work processing programs as professional tools. Ability to scan and convert documents to PDFs, work with spreadsheets, and conduct appropriate Internet research.
6. Must possess valid California driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
7. Must adhere to confidentiality policy.
8. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance, Tribal Preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Council Approved:**

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_