

## **Paluwik Heritage Foundation Job Description**

**Position:** General Manager  
**Department:** Administration  
**Supervisor:** Board of Directors  
**Job Class:** Executive  
**Salary Range:** DOE  
**FLSA:** Exempt

---

### **Nature of Work**

The General Manager (GM) is a professional level, exempt, full-time position that reports to the Board of Directors (BOD). The GM has overall strategic and operational responsibility for Paluwik Heritage Foundation's (PHF) staff, programs, expansion, and execution of its mission. The GM will develop and maintain core programs, policies and procedures, and operational/business plans.

### **Essential Functions**

1. See that the BOD is kept fully informed on the condition of the organization and all important factors influencing it.
2. Be responsible for developing and maintaining sound financial practices.
3. Prepare budgets based on goals and growth objectives as set by the BOD; see that the organization operates within budget guidelines.
4. Ensure that adequate funds are available to permit PHF to carry out its work.
5. Jointly, with the president and secretary of the board of directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.
6. Publicize the activities of the PHF, its programs and goals, and its point of view to agencies, organizations, and the general public.
7. Work to implement programs that fulfill PHF's mission and goals as established by the BOD.
8. Maintains a sound organizational plan, establishing policies to ensure adequate management development and to provide for capable management succession.
9. Expand local revenue generating and fundraising activities to support existing and future program operations.
10. Develops and installs procedures and controls to promote communication and adequate information flow within the organization.
11. Establishes operating policies consistent with the BOD's broad policies and objectives and ensures their execution.
12. Evaluates the results of overall operations regularly and systematically and reports these results to the BOD.

13. Promote active and extensive participation by staff/volunteers in all areas of the organization's work.
14. Maintain official records and documents, and ensure compliance with federal, state and local regulations.
15. Maintain a working knowledge of significant developments and trends in the field.
16. Creates the structure and processes necessary to manage the organization's current activities and its projected growth.
17. Ensures that the responsibilities, authorities, and accountability of all direct subordinates are defined and understood.

### **Qualifications:**

- Graduate degree in business administration or related field, and at least two years of progressively responsible experience related to the work of the position. A combination of work experience and education which would conclusively demonstrate the ability to do the work may be substituted.
- Evidence of significant successful program management and completion.

### **Knowledge, Skills, and Abilities**

- Must be able to work independently with minimal supervision and is demonstrably motivated, ethical, honest, positive attitude, mission-driven, and self-directed.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Ability to establish and maintain effective working relationships with community leaders, public officials, constituents, and other diverse groups of people.
- Knowledge of principals of and organization development and function.
- This position requires an individual with exceptional planning, organizational and employee relations skills, giving attention to priorities and performing the duties effectively under pressure and within deadlines.
- Excellence in organizational management with the ability to coach, supervise, and develop staff and volunteers.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business.
- Knowledge of the culture and customs of the indigenous people of the Port Graham area.

### **Work Conditions**

Hours of work are Monday to Friday, 8:00 a.m. - 5:00 p.m., with one hour for lunch. Paluwik Heritage Foundation maintains a non-smoking environment. There will be occasional travel to Port Graham or other small, rural villages. Must be willing and able to travel in light aircraft.

### **Native Preference under P.L. 93-638**