



International Traditional Games Society

625 Central Ave West, Suite 107
Great Falls, MT 59404
PO Box 535, Great Falls, MT 59403
406-952-0150



Executive Director

Job Description

International Traditional Games Society (ITGS) is a unique, nonprofit organization with a strong cultural foundation for tribal voices across the state of Montana which is governed by a traditional, Native American Board of Directors.

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for ITGS staff, contractors, programs, and execution of its mission. The ED will initially develop a deep knowledge of core programs, operations, and business plans.

Responsibilities:

Leadership & Management

- Manages and coordinates daily organizational operations.
- Hires/fires and manages staff, volunteers, vendors, and consultants/contractors.
- Collaborates with the Board to develop short- and long-term organizational goals, objectives, strategic plans, and operating policies and procedures.
- Collaborates with the contracted CPA to develop and adhere to the organization's annual budget.
- Collaborates with the Board to develop and maintain organizational protocols, by laws, and job/position descriptions.
- Provides the board with operating budgets and expenditure reports.
- Provides staff, volunteer and board training and mentoring, as needed, for leadership development within the organization.
- Serves as ex-officio of committees

Fundraising & Communications:

- Provides the board with plans and implementation strategies for generating resources and/or revenues for the organization.
- Collaborates with Grants and Planning contractor to ensure effective program tracking systems and regularly evaluation of program components to measure successes that can be effectively communicated to the board, funders, and other constituents
- Assists Grants and Planning contractor, as needed, with grant proposal writing, execution, and evaluation.
- Actively engages ITGS volunteers, board members, event committees, instructors, partnering organizations, and funders
- Deepens and refines all aspects of communications—from web presence to external relations with the goal of creating a stronger brand for the organization

Planning & New Business:

- Collaborates with Grants and Planning contractor to manage clinics, workshops, special events, and fundraising and to develop instructional packets for clinics.
- Creates pricing structures and negotiates contracts for clinics, workshops, educational sessions, special events, instructor training clinics, and travel logistics for ITGS teaching teams.
- Assists, as needed, with public presentations, proposals, and promotional programs and materials.

Knowledge, Skills, and Abilities:

- Knowledge of Native American Literature and its value.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Ability to work effectively in collaboration with diverse groups of people
- Excellence in organizational management with the ability to establish priorities, coach staff, manage and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Skilled in the use of personal computers and related software applications.
- Experience in developing and maintaining recordkeeping systems and procedures.
- Ability to establish and control large, multifaceted operating budgets and cost control processes.
- Knowledge and experience with event planning and community organizing.
- Program reporting in verbal and narrative form.
- Occasional Travel.

ITGS follows a Family Model protocol in which some of the requirements are based on experience, community, and cultural knowledge. This position is a diverse position which needs a background in tribal culture, language, and/or history, connections, contacts, and good relationships with the northwest tribes. This position will need to maintain and develop meaningful connections in many different American and Canadian Indian nations, and International Tribal connections and relationships.

Job Requirements:

- Experience with Native Americans and/or disadvantaged youth.
- Experience working with Native American communities and groups.
- Experience in nonprofit administration.
- Experience in collaboration of organizations and committees.
- Must have valid driver's license.
- Must be able to pass a background check.
- Preference given to Native American individuals.

Education/or Experience (preferred):

- Experience in community organizing, event planning, and/or community coaching
- Grant writing and reporting experience
- Business and Contract Management experience
- Certification in Traditional Games
- Associate, Bachelor, or Masters degree