

First Alaskans Institute

Advance Native Peoples and communities through community engagement, information and research, collaboration, and leadership development.

Director, Alaska Native Policy Center

Location: First Alaskans Institute, Anchorage Office
Reports to: President/CEO
Wage: TBD
FTE: 1.0 Regular Full-Time Equivalent
FSLA Designation: Exempt
Date Amended: May 2008

Essential Function

The Director leads the development and operation of the Alaska Native Policy Center – a Native “think tank”, research information center and catalyst of public dialogue.

Duties and Responsibilities

- Identify and promote opportunities to advance, link and disseminate research relevant to the Institute’s mission and the concept of “Native minds shaping our future” through such tools as internships, fellowships and memorandums of agreement with other organizations.
- Identify potential areas of research for the Policy Center based upon conversations with the Alaska Native Community, the Board of Trustees and other sources.
- Initiate and direct research, analysis and reports.
- Foster the creation, distribution and application of high-quality research and analysis of issues important to Alaska Natives.
- Responsible for research and analysis of the Institute and directing staff, interns, fellows on specific research projects.
- Identify and cultivate relationships that advance the mission of the organization.
- Represent the Policy Center and First Alaskans Institute in various capacities.
- Work with the Development Office to identify and secure funding for Policy Center projects and at times assisting with grant writing.
- Develop the Policy Center budget and oversee Policy Center projects for performance and compliance.
- Completes evaluation of projects for demonstrated impact.
- Supervise Policy Center staff and interns to manage workloads, oversee job performance, and encourage professional development.
- Supervise contractors and consultants as appropriate.
- Work with the Board of Trustees and Native organizations to identify potential research areas which positively advances the state of Alaska Natives.

Education/Work Experience

Bachelor’s degree or higher in Business or Public Administration with progressive management experience. A minimum of 3-4 years experience in management, research, analysis and close-out preferred. Knowledge of, and work experience within, the Native community is required.

Skills/Knowledge

- Strong leadership skills with an ability to think strategically and implement effectively.
- Ability to forge and maintain productive relationships with a broad range of individuals and institutions.
- Strong research and analytical skills.
- Strong management skills – must be able to work independently and as an integral member of a team.
- Experience with preparing and managing budgets, supervising staff that are at a variety of skill levels, performing personnel evaluations.
- Good interpersonal and communication skills – “works well with others.”
- Ability to communicate complex issues clearly and compellingly to a variety of audiences.
- Ability to give clear direction and take direction.
- Ability to work well under pressure.
- Self-starter, good time management skills, able to meet established deadlines.
- Familiarity with social science research and methods, and legislative process.
- Proficiency with standard workplace software such as the MS Word, Power point, Access, Excel and Outlook.
- Knowledge of Alaska history, state and federal laws as they pertain to the status and rights of Alaska Natives.
- Knowledge of traditional, political, and social organizations and cultural way of life in Alaska, and issues facing Alaska Natives.
- Strong knowledge of and experience working with Alaska Native people and statewide Native organizations.

IMPORTANT: Fax or email your resume with a letter of interest, three references and a brief writing sample to (907) 677-1780 or to info@firstalaskans.org. This position will remain open until filled.

First Alaskans Institute is a dynamic organization changing as needed to best address its goals. This job description is representative of duties at a moment in time and is intended as a “living document” updated periodically to reflect changes in job responsibilities and/or emphasis. It is not intended or implied to be an employment contract but is a communication to explain the responsibilities, advertise the job and identify performance measures and potential training needs.