

National Indian Health Board



June 2021

Immediate Opening

Chief Operating Officer National Indian Health Board

About the Organization

The National Indian Health Board (NIHB) is the nation's premiere leadership organization in Tribal policy and advocacy around health systems and appropriations, public health, behavioral health, policy analysis, and communications. This dynamic non-profit organization was created by the Tribes in 1972 to serve as the national, unified voice of the Tribes to elevate concerns and innovations around health to the highest levels of law and policy makers. NIHB also provides critical health information to Tribes, technical assistance and programming and serves as an education and outreach bridge to media, philanthropy, and external audiences. NIHB makes an impact on the health of American Indians and Alaska Natives as we serve all 574+ federally recognized Tribes. We passionately strive to hold the federal government accountable to uphold its trust obligations to the Tribes for health and health systems, behavioral and public health services and capacities. NIHB serves Tribes that run their own health systems through compacting and contracting as well as those that receive their care directly from the Indian Health Service. Learn more about NIHB at www.nihb.org.

Position Summary

NIHB, a nonprofit organization serving the nation's federally recognized Tribes, has been growing steadily and is now seeking to dramatically accelerate growth and implement stabilizing operational structures. The Chief Executive Officer (CEO) is looking for a mission-focused, seasoned, strategic, and process-minded leader with experience scaling an organization, leading an executive management team, and developing a performance culture among a group of diverse, talented individuals. The Chief Operating Officer (COO) must be a leader who is able to help others at NIHB deliver measurable, cost-effective results that make the mission and vision a reality. Importantly, the successful COO will have the skills, sensitivity, and personal confidence to tap into the power that each member of the team brings to this mission and to delivering impactful service to the Tribes. While it is essential that the COO bring efficient and effective systems to increase the productivity of the organization, it is also critical that the team retain the creative spark that drives the NIHB concept, heart and passion.

Primary Responsibilities

The COO works under the supervision of the CEO and is a mission-driven leader. Working in partnership with the Board, member organizations and the CEO to create the strategic five-year plan and implement new processes and approaches to achieve it. The COO works as a thought, management, and leadership partner with the CEO. The COO position is internally focused and in charge of the day-to-day internal operations of the organization including serving as its Chief of Staff. COO has direct supervision over the Senior Management Team and Department Directors, human resources, meeting and event planning

and administration personnel. The COO also will provide financial oversight and process planning and implementation for a 45-person and growing national, Tribal-serving organization.

The COO will collaborate with the CEO in strategic and operational planning, providing staff leadership to ensure and enhance organizational impact, mission reinforcement and advancement, and efficiency. The COO will employ consistent accountability measures to ensure organization is operating at a level that assures its highest service to Tribes while nurturing cultural and creative identity and staff energy.

The ideal candidate will have successful experience in change management within a non-profit organization and will possess in depth cultural acumen in working with American Indians and Alaska Natives, including Tribal leaders and governments, in the professional setting. The COO oversees the development, management, and administration of the fiscal, personnel, contract management, protocols of the organization and administrative support, grants and programs, systems and procedures. The COO works always to advance the Mission and Strategic Plan. Additionally, the COO may assist the CEO, by undertaking special projects, initiatives and studies as assigned.

The incumbent must possess strong management experience with federal grants, contracts, and philanthropic partners. The COO will often have to determine and designate tasks. Planning is an important part of this job, and goals may be set by the COO. These goals should be checked on periodically to monitor progress. The COO may also monitor employees directly, either periodically or daily. The goals may be short-term or long-term, and they often relate to operations, financial areas, marketing, the development of the workforce, compliance to regulation and laws, technology, risks, and improvement of quality. Policies and operation methods that are not working well may be noted, and changes may be suggested by the COO. Hiring and promoting duties are essential functions of the COO with the goal of building and maintaining a highly impactful, creative and motivated team.

The COO will work with Board Committees related to organizational management.

Education and Professional Experience

- Undergraduate degree with combination of relevant professional experience and/or certification; such as, Certified Association Executive through the American Society of Association Executives (CAE)
- Post Graduate Degree in Political Science, MBA, MPA, English, Writing, Law or related fields
- 7-10+ years of relevant professional experience at the executive level
- 7-10 years of Non-Profit organizational leadership and management
- 2-5 years of experience working with American Indian and/or Alaska Native serving organizations
- Excellent writing and editing skills
- Professional acumen and strong leadership, management and judgement skills
- Adept at creating internal processes and procedures and overseeing their consistent and fair application

HOW TO APPLY

Interested candidates must include the following to be considered:

1. Your current resume
2. Your cover letter specific to the position for which you are applying, including why you confident that you would be a good fit for NIHB and the amazing work we do

Send your resume and cover letter to: jobs@nihb.org

Include in the Subject Line: Your last name and the title of the position for which you are applying.

Position will remain open until filled.

Equal Opportunity Employer: NIHB is an equal opportunity employer and does not discriminate on the basis of color, race, religion, national origin, political affiliation, marital status, disability (physical or mental), age, sex, gender identity, sexual orientation, genetic information, status as a parent, membership or non-membership in an employee organization, veteran status, or any other non-merit factor.

Salary and Benefits: Salary is commensurate with qualifications and experience. NIHB offers an excellent benefits package (including, but not limited to, health benefits, 401(k) plan, annual and sick leave, federal holidays).