



Waadookodaading

An Ojibwe Language Immersion Institute
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www.waadookodaading.org

As Seen On Twin Cities Public Television

First Speakers: Restoring the Ojibwe Language

Position Vacancy Announcement

Position:	Executive Director
Supervision:	Waadookodaading Institute Board of Directors
Compensation:	Negotiable
Location:	Waadookodaading Administrative Offices
Administration:	Title XIV Chapter 7 LCO Ojibwe School – Waadookodaading Personnel Policies and Procedures of the Lac Courte Oreilles Band of Lake Superior Chippewa Indians
Posting Date:	July 22, 2022
Closing Date:	Open Until Filled

POSITION SUMMARY

Waadookodaading is searching for an exemplary candidate to serve as its Executive Director with demonstrated experience leading a high functioning team of individuals in pursuit of organizational goals, providing positive, strategic, and innovative leadership, and who possesses a commitment to the mission of Waadookodaading Ojibwe Language Institute.

The Executive Director;

- Leads the organization and the Ojibwe Language Immersion School, to continue implementation of its vision, build on the rich heritage of an Ojibwe culture-based education, and prepare the organization for the future.
- Directly manages a team of academic, operations, programs, and community engagement professionals and is responsible for the successful leadership and management of the organization in accordance with the strategic direction set by and directives of the Board of Directors.
- Provide leadership that will identify organizational needs, capacities, and resources, as well as exploring new opportunities to increase and expand organizational capacity, maintain fiduciary responsibility, and actively pursue funding opportunities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide exemplary administrative oversight of WOLI which includes interaction with Tribal, Federal, State, Private and Foundational funding agencies/sources while ensuring compliance with its fiduciary responsibilities.
- Provide organizational leadership which ensures all employees are working harmoniously to achieve WOLI's mission and goals.
- Communicate the mission of the Institute and project a positive vision of a strong organization to internal and external stakeholders, funders, policymakers, and the public.
- Serve as primary spokesperson of the organization, representing the organization in a wide range of external meetings, coalitions, public forums, speaking events, and in the media.
- Lead the fundraising program to build strong funder relationships ensuring the organization meets and exceeds its fundraising goals working in partnership with the contracted fundraiser.
- Work with the Board to develop an overall strategic plan for the organization, including formulating and advancing policies and campaigns, oversee the execution of campaign plans, and provide strategic counsel to advance this key work.
- Work with the organization's Board to govern the organization and to oversee the execution of policy and advocacy efforts.
- Develop and maintain relationships with key stakeholders and organizations, particularly members, partners, foundations, and corporate and individual donors.
- Oversee internal administrative operations, finances, and programs to preserve the Institute's status as a well- managed, fiscally sound, highly respected organization.
- Exercises all powers and performs all duties as required to initiate and maintain the highest standards of operation for the Ojibwe Language Immersion School, including the establishment, organization, and operation of the school, classes, and services as needed to provide exceptional educational opportunities for all children in the school system.
- Recommends to the Board the best qualified and most competent candidates for teachers, Supervisory and administrative personnel.
- Development of annual budgets for presentation to and approval by the Board.
- Ensure that all policies and procedures are adhered to and if gaps are identified develop appropriate policies and procedures which will then be presented to the Board for enactment.
- Represent the Institute to parents, community, and networks connected to language revitalization in the greater state, national, local and pan-tribal international community.
- Engage in relationship building with all constituents: families, community, local and tribal governments, state and federal governments, international and national organizations.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated executive management experience within a Tribal setting or similar organization.
- Extensive demonstrated experience and knowledge of principles and practices of effective administration, to include directing, budgeting, reporting, planning, evaluating, and organizing all aspects of an organization.
- Knowledge of;
 - Current research and proven best practices in indigenous immersion education;
 - Principles and concepts for continuous quality improvement in education;
 - Knowledge of learning theory, program planning, curriculum development, and management of instructional programs.
- Skill in both written and oral communications for effective expression and clarity.
- Strong strategic thinking and planning skills, with an ability to manage multiple concurrent projects and priorities effectively.
- Ability to;
 - Supervise, lead and motivate a dynamic group of highly skilled professionals;
 - Effectively communicate with existing partners and key stakeholders and create new relationships;
 - Develop and maintain a positive school climate for students and staff, and sustain a learning environment in which that atmosphere is maintained and appropriate behavior is encouraged and discipline problems are minimized;
 - Facilitate. plan and present information to various sized groups in a public and non-public setting;
 - Work cooperatively with WOLI Board members, all school personnel, the Tribal community, and other departments and agencies;
 - Attend evening and weekend Board meetings and other meetings as required;
 - Manage all business of WOLI in a confidential and transparent manner;
 - Establish and maintain a positive, respectful relationship with students, staff, parents, and community members.

REQUIRED QUALIFICATIONS

Each applicant must ensure their submitted information clearly addresses the following required qualifications and attributes.

1. Minimum 5 years of organizational leadership experience with a proven record of success leading cross-functional teams to achieve ambitious results.
2. Minimum 5 years of professional experience, preferably within the K-8 education sector is highly desired or a minimum of 10 years of professional experience in executive management position(s) with a focus in Tribal governments.
3. Demonstrated experience complying with granting entities compliance requirements which includes annual audits, financial reports, annual performance reports.

4. Experience preparing for and implementing required annual audit requirements and resolving findings so that the organization is able to achieve low risk auditee status.
5. Experience forming, cultivating, and expanding partnerships with key constituents in the public and private sectors, such as foundations, individuals, and government agencies.
6. Knowledge of local, state, tribal, and federal laws applying to public schools.
7. A Master's degree or other advanced professional degree strongly preferred.
8. Demonstrated ability to obtain funding through Tribal, Federal, State, local and private agencies and entities.

Please submit LCO School application, background check release, resume, working contact information for three references, and letter of interest to Mark Montano at mfm83165@gmail.com and Preston Larson at preston.larson@lcoosk12.org or hand delivered at the administrative offices located at the address listed above.