

## ISWA Development Corporation

ISWA Development Corporation is a community development arm of the Catawba Indian Nation that is federally funded Tribal Organization, which builds, manages, and maintains 200+ low rent and/or mutual help homes rented or purchased by eligible tribal members of the service area. Components of the operations include housing, construction, grant writing, financial planning and grants management. ISWA is responsible for federally funded childcare facility and head start program, which serves a combined number of over 100 children.

**POSITION:** EXECUTIVE DIRECTOR

**PAY RANGE:** \$50,000 TO \$65,000 (depending on qualifications and education/experience)

### **JOB DESCRIPTION**

This position also oversees and has full responsibility of federally funded childcare facility and a head start program, which serves a combined number of over 100 children

The Executive Director is hired by the ISWA Board of Directors and reports directly to the Board. Under the direction of the Board, the Executive Director will be expected to coordinate, supervise, manage and direct all aspects of Housing, Childcare and Head Start Programs and related issues. Supporting the position is a managerial team responsible to supervise staff in a positive, professional and productive manner. In the absence of the executive director either by extended leave due to sickness (FMLA) or death the assistant director shall assume duties of executive director until such time that the ISWA Board of directors appoints another executive director. The ISWA Board of Directors, the governing entity of the Organization, supervises the position and will be responsible for executive director's yearly evaluation. Policies and Procedures adopted by the Board of ISWA, Personnel Policy, Policy and Procedures and federal regulations pertaining to the administration and management of Indian housing provides guidance and direction for action in all administrative duties and tasks.

The Executive Director will also be required to maintain a positive working relationship with the membership and other eligible persons/families to determine needs and to respond to interests and concerns of program participants.

This position requires constant interaction with the Department of Housing and Urban Development Office of Native American Programs and the Department of Human and Health Services (Office of Children and Families) to ensure continued compliance with all contracts and federal regulations. The Executive Director will also be responsible for all contracts and reporting requirements assigned to this department either directly or through delegation. Responsible for coordination of all construction and housing projects. Responsible for monitoring the operations of Little People Academy and ISWA Head Start. Will review and develop proposals and yearly plans for the tribe and provide recommendations to the Board of Directors on program needs.

## **MAJOR DUTIES:**

- Must adhere to the Office schedule and/or as presented by the ISWA Board of Directors and follow Governmental policies.
- Will be responsible for reporting to the Executive Committee the status of all programs on a regular basic.
- Must exercise sound judgment and make independent analysis and decisions in developing and implementing new and innovative procedures and methods of operations, effectively and tactfully deal with government officials and legislative bodies including Tribal Government and Member of Congress.
- Responsible for the coordination, approval and presentation of departmental budgets including maintaining accurate systems and records Of expenditures and receipts and operating the Housing Department in an efficient and economical manner Also, working closely with the office of management for the budget in preparation of the budget.
- Work collaboratively with other community resources, including housing agencies in the service areas to provide quality of services for the housing department.
- Ensure that reporting requirements are being met in a timely fashion for all grants, contracts and programs. Submit monthly status reports to the IS WA Board of Directors on department operations.
- Provide leadership and direction to the housing staff including training to improve problem solving, decision making fiscal management, conflict resolution, computer skills, and cultural awareness in order to build a high reforming, integrated, and fiscally responsible team.
- Ensure that all housing staff understand and observe housing confidentiality.
- Serve as liaison with the state, regional and national organization to benefit all programs.
- Perform functions as the Contracting Officer of the ISWA Board interfacing with financial institutions, property management agencies, attorneys, accountants and auditors, general contractors, architects, engineers, and consultants.
- Coordinate and develop proposals and applications for funding related to department services including the research of funding sources.
- Provide recommendations to the Board regarding overall operational goals for each department.
- Monitor state/federal/county/private resources, legislative regulations and recommend policy positions regarding the services of the department.
- Attend Tribal council and other meetings as related to the departments as needed.
- Submit quarterly Executive Committee reports, grant funding reports and all other reports as required to the Board of Directors, Government, Executive Committee and funding agents in accordance with policy and procedures.
- Assist in reviewing documents and policy as necessary to further the goals of the departments.
- Provide yearly employee evaluation for the housing staff and comply with all policies and procedures. Approve other evaluations for department staff as performed by department directors and/or supervisors.
- Provide yearly promotion, bonus or cost of living incentives for board approval based of yearly employee evaluations.

- Monitor and approve staff schedules.
- Monitor effective recruitment hiring, appraisal, and promotion of housing staff to ensure the highest standard of professional performance. As well as approve as performed by other department directors and/or supervisors.
- Develop, implement and monitor processes for assessing housing satisfaction.
- Develop housing survey through the Quality Enhancement Department to determine satisfaction with housing and the need for services. Review results and recommend and/or implement corrective actions as identified.
- Keep community informed of operations as needed through monthly housing reports, Newsletters and any other identified sources.
- Assist staff in dealing with department complaints, and coordinate any research to determine best course of action to resolve the complaint.
- Interprets and implements decisions of the Board: exercise judgment to analyzing complex administrative, public relations, housing development, and tenant/homebuyer problems.
- Analyzes legislation affecting the operation of the Board of Directors, meets with department heads to resolve personnel fiscal, development, public relations, and tenant/homebuyers problems.
- Schedule regular meetings with staff to plan and implement activities that support and further the objectives and goals of the Catawba Indian nation.
- Must sign, adhere and abide by ISWA Code of Conduct in Awarding and Contracts.
- Represents the ISWA Board to a variety of community, regional and national organizations, attend meetings and conferences to explain programs and policies of ISWA Development, maintains constant and favorable liaison with the
- Department of Housing and Urban Development, Department of Health and Human services, Executive Committee, private lenders, other granting agency, etc.
- Set up and schedule regularly held meetings of the ISWA Board of Directors to report on operations and discuss problems, conduct regular meetings with
- Departments to evaluate program progress, identify and resolve problem areas develop and implement program plans and procedures.
- Attend all necessary training, workshops, continued education, in order to develop and maintain leadership skills as approved by the ISWA Board and Executive Committee.

#### **COMPETENCIES AND ABILITIES:**

- Maintains confidentiality
- Self-motivator and produce results with minimal supervision
- Speaks clearly and persuasively in positive or negative situations
- Writes clearly and informatively; presents numerical data effectively
- Shows respect and sensitivity to tribal citizens and its culture
- Works with integrity and ethically
- Follows policies and procedures; completes administrative tasks correctly and on time
- Adapts to changes in work environment
- Attendance/Punctuality- Is consistent at work and on time
- Commits to long hours of work when necessary to complete task
- Exhibits sound and accurate judgment

- Reacts well under pressure; Treats others with respect and consideration regardless of their Status or position
- Maintains professional communications with Catawba Indian Nation Employees, and all applicable Federal and State agencies such as Housing Urban Development (HUD), Indian Health Services (IHS), Bureau of Indian Affairs (BIA), Department of Health and Human Service.
- Organizational Support-Completes administrative tasks correctly and on time
- Able to deal with frequent change, delays or unexpected events
- Displays original thinking and creativity; Develops innovative approaches and ideas
- Uses time efficiently
- Demonstrates accuracy and thoroughness
- Demonstrates attention to detail
- Collects and research data
- Ability to interpret variety Of instructions furnished in written, oral and diagram or schedule form
- Ability to effectively present information and respond to questions from groups of managers, clients, customers and general public
- Ability to write reports, business correspondence and procedure manuals.
- Knowledge of word processing software, spreadsheet software and internet software
- Occasionally lift and/or move up to 25 pounds, Frequent sitting is required, also occasional stand/walk required

**MINIMUM REOUIREMENT:**

- Must be at least 18 years old with a high school diploma or a GED.
- Must possess a college degree in Business or related field and/or at least Five (5) years of performing complex administrative duties to include supervision. May consider a combination of education and experience to meet all requirements.
- At least three (3) years in management position
- Must be able to travel extensively, for both short and extended time periods.

**QUALIFICATIONS:**

- Extensive knowledge of NAHASDA and HUI) development low-income and homeownership, construction, modernization, rental units, tenant issues, contract administration, financial statements, personnel and property managements.
- Must know how and have written Indian Housing Plans and Annual Performance Reviews.
- Knowledge of the children services and familiar with state and federal regulations to oversee childcare facility as well as Head Start Program.
- Knowledge of the department of Human and Health services programs as well as State programs for children and families.
- Must be familiar with home maintenance concerns, possess working knowledge of construction trades and be able to manage a diverse housing staff.
- Ability to effectively lead and mange.
- Ability to work as a team and collaborate with Tribal Entities, and with other departments, and with local, regional, and statewide organizations.

- Knowledge of principles and practices of administrations; property management; fiscal statements and budgeting; personnel management; grant and contract administration.
- Ability to effectively delegate.
- Computer skills including Microsoft Word, Excel, and PowerPoint and the ability to utilize e-mail and Internet.
- Must maintain the highest level of confidentiality on all matters pertaining to the present and perspective tenants of the Catawba Indian Nation.
- Must have a valid and unrestricted South Carolina driver's license and appropriate endorsements for all vehicles required operating in the performance of duties.
- Must pass a South Carolina Vehicle Report and be able to be insured by ISWA's driver insurance carrier.
- Must pass character investigation and consent form in accordance with Federal Law Mandates.
- Must pass able to pass a background investigation as a condition of employment and be bondable through insurance company. Must be able to pass drug screening as requirement for employment.

ISWA Development Corporation exercises Indian preference. Native American Indian Preference shall apply to this position as required by 24 CFR Part 905.165 and 905.17 and Section 7 (b) of the Indian Self-Determination and Education Assistance Act (24 USC), and 450 c (b).

Completion or submission of an application and/or resume does not guarantee an interview or an offer of employment. We only contact candidates selected for interviews and do not hold applications for future vacancies. Applications/resumes must be submitted for current posted positions.

**Post Date: February 7, 2017**  
**Closing Date: March 10, 2017**

**Resumes can be mailed to 2919 Sturgis Rd, Rock Hill, SC 29730, emailed to [angel\\_iswa@comporium.net](mailto:angel_iswa@comporium.net), or brought to the office of ISWA Development Corporation at 2919 Sturgis Rd, Rock Hill, SC 29730**