



# Native American Youth and Family Center

## CHIEF OPERATING OFFICER

### ABOUT US

Founded by the community, for the community, NAYA is a family of numerous tribes and voices who are rooted in sustaining tradition and building cultural wealth. We provide culturally-specific programs and services that guide our people in the direction of personal success and balance through cultural empowerment. Our continuum of lifetime services create a wraparound, holistic healthy environment that is Youth Centered, Family Driven, Elder Guided.

### OUR MISSION

To enhance the diverse strengths of our youth and families in partnership with the community through cultural identity and education.

### OUR VISION

The Portland region has a large, growing proud Native community grounded in our traditional worldview. Our united and connected community celebrates our multicultural and multi-tribal heritage as a source of strength. Our healthy community understands the connection between our environment, our culture, our spirituality and our wellness. Our economically secure families thrive and live in homes that provide stability and a place to practice culture and connection to community. Our successful businesses support the entire Native community and its prosperity.

### ABOUT THE CHIEF OPERATING OFFICER OPPORTUNITY

The Chief Operating Officer (COO) is responsible for providing direction, support, and strategic leadership for the Native American Youth and Family Center. The COO reports to the Chief Executive Officer and has direct oversight of operations, administration, safety and security, other departments, and varies across the organization over time. The COO will play a critical role in partnering with the leadership team in strategic decision making and operations as NAYA continues to enhance its quality programming and community development. This is a tremendous opportunity for a visionary operations leader with a problem-solving mindset to maximize and strengthen the internal capacity of a well-respected, high-impact organization.



## Our Community

53,000 people live in Portland, making it one of the largest urban Indian communities in the United States.



## KEY RELATIONSHIPS

Reports to: CEO

Direct reports: Operations, information technology, kitchen, human resources, and various departments as assigned

## ESSENTIAL FUNCTIONS

- Plan, organize, direct, and evaluate the organization's physical building structure, information technology and ensure consistent operations of NAYA programming
- Manage the development, enhancement, implementation, and enforcement of policies and procedures that will improve the overall fiscal and operational effectiveness of the organization
- Gather and analyze relevant information for long-range planning and new programs/strategies
- Responsible for maintaining and operating assets on the NAYA campus
- Develop a long-term asset management strategy for NAYA's campus and collaborate regarding a long-term asset management strategy for NAYA's affordable housing portfolio.
- Manage operations, kitchen and IT budgets, and long term operations and infrastructure needs
- Manage operations of Human Resources and supervise the Human Resources Manager
- Manage operations of reception and operations of safety and security
- Manage client/case management systems and supervise the Data and Evaluation Administrator
- Contribute to fostering a safe and secure environment for community members and staff

## QUALIFICATIONS

### EDUCATION & TRAINING

- Bachelor's degree in business administration or similar field is required; MBA or similar advanced degree is highly desired
- Knowledge of local community resources and social service agencies, especially with low-income and ethnic minority clientele
- Knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the Urban Indian experience

### EXPERIENCE

- 10+ years experience in the non-profit sector, of which at least 5 years includes supervisory experience; experience in executive leadership is desired
- Experience working within diverse populations is strongly preferred, specifically with the urban and reservation Native American population
- Demonstrated experience with annual budgeting and managing a diverse grant portfolio

### ADDITIONAL SKILLS

- Excellent organizational, planning, and prioritization skills
- Highly articulate, energetic, forward-thinking, and creative individual with high ethical standards and an appropriate professional image
- A visionary with sound technical skills, analytical ability, good judgment, and strong operational focus



## Interested in applying?

Please view the [Chief Operating Officer position description](#) for full requirements and instructions on how to apply.

Application forms and additional information about employment at NAYA Family Center can be found at <http://www.nayapdx.org/about/jobs>.

## General questions?

Please contact our search consultant, Joseph Wahl at Wahl & Associates, [joseph@wahlassociatesllc.com](mailto:joseph@wahlassociatesllc.com).