



Digital Connect

 www.digitalconnect.org
 520-796-3333
 520-796-7534

JOB TITLE: Executive Director
REPORTS TO: CEO GRTI
SUBSIDIARY: Digital Connect
FLSA STATUS: Exempt

JOB SUMMARY:

Digital Connect is a nonprofit initiative of the Gila River Indian Community (GRIC), established by and operating under GRIC's wholly-owned telecommunications carrier, Gila River Telecommunications, Inc. (GRTI). The Digital Connect initiative (DCI) Executive Director (ED) will report to the CEO of GRTI as well as to a separate subsidiary board that oversees DCI's programs and activities. The DCI ED will have overall strategic and operational responsibility for designing, developing, implementing, and administering programs, processes, and operations in furtherance of DCI's mission. The ED will initially develop a deep knowledge of the needs and priorities of the Community, strategic and business plans to establish DCI as a Community resource and a regional technology resource, and core programs and operations to support the DCI vision.

JOB DUTIES:

Leadership & Management

- Help design, develop, and implement all aspects of the Digital Connect Initiative (DCI) within the Gila River Indian Community, working in close collaboration with executives and colleagues in Gila River Telecommunications, Inc. and its affiliate Community-owned enterprises, strategic partners, and constituents within the Community and beyond, and outside consultants and professional advisors.
- Provide strategic direction and leadership to foster and ensure growth and sustainability.
- Ensure ongoing program development and oversight, program evaluation, and consistent quality of program and finance administration, fundraising, communications, and appropriate systems and processes; recommend timelines and resources needed to achieve strategic goals.
- Actively engage and energize volunteers, interns, colleagues, board members, community leaders, partnering organizations, funders, and outside advisors and constituents.



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- While reporting directly to the GRTI CEO, the DCI ED will also prepare periodic reports for the board of directors of the Digital Connect Innovation Fund, a 501(c)(3) charitable fund that serves as a vehicle for outside gifts and grants; seek and build board involvement with strategic direction for short- and long-range fund development and strategic fund development planning.
 - Lead, coach, develop and retain a high-performance team to guide DCI into an established Community asset and eventually a regional resource for technology training and support.
 - Ensure effective systems to track scaling progress, and regularly evaluate program components, to measure successes that can be effectively communicated to the GRTI ECO, DCIF board, Community leaders, funders, strategic partners, and other constituents.

Fundraising and Communications

- In coordination with the Fund Development Director, design, implement, and expand revenue-generating efforts and fundraising activities to support existing and planned operations and activities and program expansion.
- Deepen and refine all aspects of communications, including online presence and relationships within the Community and with external strategic partners, to create a stronger brand and deeper levels of involvement with the Digital Connect Initiative.
- Use external presence and relationships to garner new opportunities.

Planning and Organizational Development

- Design the expansion of DCI into a regional technology training center and the implementation of strategic business planning processes for organizational development and program expansion.
- Build strategic partnerships within the Gila River Indian Community and its various departments, divisions, agencies, and enterprises, while also establishing relationships with outside funders, strategic partners, and regional leaders.
- Be an external presence within the Community, the region, and nationally within Indian Country, publishing and communicating program results with an emphasis on successes of the Community's program as a model for regional and national replication.



QUALIFICATIONS:

The ED will be thoroughly committed to DCI's nonprofit mission. All candidates should have proven leadership, coaching, and relationship management experience.

Specific requirements include:

- Demonstrated experience working successfully with American Indian or Alaskan Native communities on community development, workforce development, technology deployment, small business support, education, or other such initiatives.
- Advanced degree, ideally an MBA or graduate degree in nonprofit management or equivalent, with at least 5 years of senior management experience; track record of effectively leading and regionally and/or nationally scaling a performance- and outcome-based program and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization or community initiative to the next stage of growth.
- Strong commitment to quality programs and data-driven program evaluation.
- Excellence in organizational management with the ability to coach staff, manage and develop high-performance teams, establish and achieve strategic objectives, and develop and manage a budget.
- Past success working with executives, colleagues, boards, community leaders, and other constituents with the ability to cultivate existing and new relationships.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders in a multi-cultural context.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- An action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.



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Note: Any equivalent combination of education, training and experience that would enable the applicant to satisfactorily perform and meet the duties required of the position may be considered in meeting the stated requirements.

ADDITIONAL REQUIREMENTS

- Valid Driver License; must provide 39 months driving record
- New hires are required to pass a pre-employment drug test and background check

As a matter of Company policy, all employment is on an at-will basis, meaning that employment shall last for so long as mutually agreeable. Either the employee or the Company may terminate the employment at any time with or without cause. Will be required to pass a pre-employment drug test and background check and subject to random drug screens.

Preference in filling vacancies is given to qualified enrolled Gila River Community Members, other Indians, and non-Indian spouses of officially enrolled Community members in accordance with Tribal Employment Rights Office (T.E.R.O.) Ordinance (No. GR-02-09, Gila River Indian Community).

Digital Connection and Gila River Telecommunications, Inc. is an Equal Opportunity/Affirmative Action Employer, subject to Indian Hiring Preferences.