



We are thrilled to announce a unique and transformative leadership opportunity with the Muwekma Ohlone Preservation Foundation (MOPF). We are in search of a visionary and dynamic Executive Director to pioneer the inaugural chapter of our organization. This pivotal role demands a leader committed to the preservation and celebration of Native American heritage, specifically the Muwekma Ohlone Tribe's rich history and culture.

We seek a candidate who embodies the spirit of collaboration and possesses a deep respect for Native American cultures. This role offers the unique opportunity to work closely with the Tribe, fostering meaningful relationships and ensuring our initiatives align with their priorities and needs. The ideal candidate will bring a wealth of experience in nonprofit leadership, a track record of effective fundraising, and a profound commitment to environmental and cultural preservation.

Key responsibilities will encompass strategic program planning, community engagement, fund development, communications, fiscal health, governance, human resources, and consultant management. This role is not just a job but a calling, offering the chance to make a significant impact on the preservation of the Muwekma Ohlone Tribe's heritage and the broader environmental conservation movement.

We offer a competitive salary range along with a comprehensive benefits package including medical reimbursement and professional development opportunities. This is a full-time, exempt position requiring flexibility for some evening and weekend commitments.

If you are a strategic thinker, a passionate advocate for Indigenous peoples' rights, and a skilled nonprofit manager looking to lead an organization at the forefront of cultural preservation, we invite you to apply. Join us in shaping a future where the Muwekma Ohlone Tribe's legacy is not only remembered but thrives for generations to come.

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# Job Description

The Muwekma Ohlone Preservation Foundation is hiring a staff member to serve as our first Executive Director to lead the implementation of our organizational strategic plan, lead fundraising for the organization, and create the systems needed for a new nonprofit organization. We have a highly committed board including Tribal Leadership, nonprofit professionals, and educators in Native American studies and cultural resource

management who are excited to support this individual. Our current budget is \$300,000 annually and we expect the Executive Director to raise the funds for this budget, in partnership with the Board of Directors, to sustain their salary, the salary of an administrative staff member, and MOPF programs.

## Responsibilities

### Working with the Muwekma Tribe

- Ground the work of the MOPF in the priorities and needs of the Tribe (aligned with the Strategic Plan)
- Build positive and strong relationships with tribal leadership and members
- Engage with the broader tribal community by attending appropriate tribal events, cultural events, and other significant gatherings

### Strategic Program Planning, Implementation, and Evaluation

- Champion the Tribe's vision of establishing a Tribal Village
- Organize and support the board and tribe to implement the strategic plan
- Design program narratives and budgets
- Create and implement an annual work plan that is consistent with strategic goals, mission, vision, values
- Develop strategic partnerships and collaborations

### Fund Development and Community

- Ensure the development of the language needed to make the case for support
- Create and implement annual fundraising strategy to ensure sustainable funding
- Meet with current and prospective major donors, foundation program officers, etc
- Actively engage in fundraising activities, maintain ongoing communication with funding sources, and represent the organization in public speaking opportunities
- Take charge of writing comprehensive grant applications and preparing detailed funding reports. This includes collecting, analyzing, and summarizing data to support funding requests and demonstrate the impact of received funds
- Develop and implement individual donor fundraising strategies, including creating donor engagement and retention models. Maintain and update a comprehensive donor database to track contributions and interactions

### Communications

- Maintain clear and positive communications with Muwekma Tribal Council and members, support systems to receive regular feedback from tribal members

- Ensure MOPF has a visible, consistent, inclusive, and approachable presence in the community, serve as an active spokesperson for the organization
- Publicize the activities, programs, and goals of the organization
- Maintain positive working relationships and cooperative arrangements with project partners and community groups

### **Finance and Fiscal Health**

- Ensure sustainability through thoughtful and realistic budget planning and monitoring
- Develop and maintain sound financial practices
- Lead fundraising program to secure donations from individuals and grant funds
- Ensure that adequate funds are available to permit the organization to carry out its work
- With Board officers, manage all official correspondence of the organization
- Maintain and submit on a timely basis accurate timesheets, expense reports, and lobbying hours (for annual tax filing)
- Create financial systems and processes for a new organization (reporting)
- Oversee all bookkeeping activities, ensuring accurate financial records. Manage payroll processes, ensuring timely and precise compensation for employees
- Ensure the organization undergoes an annual financial audit if requested by the board, maintaining transparency and accountability in financial matters and complying with regulatory requirements

### **Governance**

- Serve as an active non-voting participant of the Board. Attend and support Board and committee meetings, prepare materials as required for meetings and monthly Board Reports
- Assist in recruiting and developing Board members
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.

### **Human Resources, Administration**

- Create a succession plan
- Ensure that effective human resource practices are used consistently including up-to-date position descriptions, regular performance evaluations, and work planning
- Identify and leverage personal professional development and performance improvement opportunities
- Create human resource systems and processes for a new organization (payroll, benefits)
- Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place
- Create and Implement comprehensive training programs for new hires and ongoing development opportunities for existing staff and volunteers. Ensure staff have the necessary skills and knowledge to perform their roles effectively
- Regularly evaluate the performance of employees and volunteers, providing constructive feedback and identifying areas for improvement. Set clear performance standards and goals aligned with the organization's objectives
- Accurately maintain personnel records, ensuring confidentiality and compliance with relevant laws and regulations
- Maintain productive and supportive relationships with the board and advisory committees, providing necessary support and facilitating effective decision-making

- Establish and nurture positive relationships with external entities such as law enforcement, social services, and government bodies at local and statewide levels, fostering collaboration and support

### **Consultant Management**

- Bear responsibility for negotiations and accountability regarding all contracts

### **Equity and Inclusion**

- Support the organizational culture including advancing diversity, equity, inclusion, justice, and cultural humility in all aspects of the organization to ensure a welcoming working environment for all. Personally develop a baseline knowledge of equity and inclusion principles, apply to all aspects of your work with MOPF.

### **About You/Qualifications**

- Demonstrated success running and managing nonprofit organizations and working with an engaged Board of Directors.
- Strong relationship-building internal and external; including fundraising experience, with government entities, private foundations, and individual donors.
- An interest in and or experience with working with cultural practitioners, in the areas of Community Based Participatory Research (CBPR) and Community engaged learning (CEL) Tribal Ecological Knowledge
- Highly self-motivated and demonstrated self-initiative. Collaborative project management, planning, and analytical skills. Familiarity with project management tools is a plus. Ability to manage workload, meet deadlines, and achieve results in a collaborative team environment.
- Effectively prepares for and guides teams through changes, both small and large
- Prior experience working with Tribes or Indigenous people
- Knowledge or ability to learn contemporary challenges, concerns, and interests of Muwekma tribal members, Muwekma history, culture, spirituality and tribal identity, and impacts of history on Native Americans.
- Comfort and demonstrated ability to ground work in equity and inclusion as well as interacting with people of diverse socioeconomic, cultural, disability, and ethnic backgrounds
- Ability to work collaboratively and be flexible, patient, responsive, and willing to assist with day- to-day operations as necessary
- Clear, concise written and verbal communication skills. Uses effective written and oral communication; demonstrates empathy and listening
- Proven experience in building and maintaining strong relationships with diverse stakeholders, with a particular emphasis on working respectfully and effectively within Indigenous communities.
- Strong leadership skills with the ability to inspire trust and confidence, influence positive outcomes, and motivate collaborative efforts towards common goals.
- Proficiency with Microsoft Office, Google Suite applications.
- Valid driver's license and insurable driving record.
- Flexible to work on some evenings and weekends.

\$100K-\$125K annual salary range, \$500 monthly reimbursement for medical benefits, \$2,500 annual professional development budget. Full time exempt.

Please send your resume and cover letter to [jobposting@pearlhernandezconsulting.com](mailto:jobposting@pearlhernandezconsulting.com)