



## HUNA HERITAGE FOUNDATION

### Recruitment Bulletin

### EXECUTIVE DIRECTOR

Huna Heritage Foundation (HHF), in Juneau, a non-profit affiliate of Huna Totem Corporation (HTC), seeks an **Executive Director** (ED). This regular, full-time position reports to a board of trustees with a mission to “perpetuate the Huna Culture and promote education for present and future generations of Huna People.” Presently, HHF is funded by HTC and grant funds solicited by the ED. In brief, the ED acts as historian; artifact, records and photograph archivist; annual clan workshop coordinator; manager of the educational scholarship and cultural programs; grants writer/administrator; Hoonah clan artifact and remains repatriation expert; and more.

**Education and Experience Requirements:** Position requires: a bachelor’s degree in an appropriate discipline – a master’s degree is preferred; a minimum of three years work experience managing a foundation or non-profit agency or managing a division or department or complex program of the same; grant writing/administration experience as the primary responsible party; demonstrated research abilities; and an understanding of tribal/clan cultures. *Up to two year’s management experience may be substituted with a master’s degree (relevant field).*

**Skills Requirements:** Position requires proficiency with computer office suite of programs; strong financial/budget management skills; ability to develop and maintain professional relationships with a wide range of people/agencies including a board and its constituents, students, and state and federal agencies; demonstrated proficient writing ability and ability to present complex information to wide audiences or to individuals; the drive to stay current on best practices; the drive to seek grants; and the ability to work all levels of a professional office as the sole employee and to work in a self-directed manner on a day-to-day basis. *No skills substitutions.*

**Salary** is dependent on experience and qualifications. Includes benefits package.

**To apply:** request an employment application by US mail, telephone or Internet and send complete packet: HHF employment application; cover letter; resume; and a writing sample of up-to-3 pages **by 5 p.m. on February 26, 2010** to:

Huna Heritage Foundation  
Attention: HHF ED Search  
9301 Glacier Highway, Suite 210  
Juneau, AK 99801  
Telephone: (907) 523-3679, FAX: (907) 789-1896  
Website: [www.hunaheritage.org](http://www.hunaheritage.org)  
E-mail: [fwestman@icystraitpoint.com](mailto:fwestman@icystraitpoint.com)

All applicants will be contacted by mail about their status. However, only those candidates we determine are most qualified through a professional rating process will be interviewed.

*Thank you for your interest in employment at our professional, drug- and alcohol-free, at-will workplace that additionally has zero tolerance for violence, weapons and unlawful harassment.*