

**COOK INLET REGION, INC.  
JOB DESCRIPTION**

**Position:** Yah (Dena'ina: "grow") Executive  
**Department:** Executive  
**Reports To:** CEO  
**FLSA Status:** Exempt  
**Deadline:** Open until filled; rolling application period

**Supervises**

None

**General Function**

In alignment with CIRI's mission, values and policies, this six-year program is designed to provide CIRI Shareholders and confirmed Descendants professional growth and executive-level development and expand CIRI, and its affiliates, executive talent pool. During the program's first year, the successful candidate will be placed at CIRI as the Yah Executive and directly report to the CEO. In addition, a CIRI executive will be assigned to mentor the successful candidate for the six-year program. An individual development plan will be created based on the successful candidate's interests and skills. The individual development plan will help guide the successful candidate through years two through six of the program. CIRI will support the successful candidate's placement within CIRI and with CIRI subsidiaries, affiliate organizations and external business partners during years two through six of the program.

During year one of the program, the Yah Executive will receive exposure to and learn various executive-level leadership skills, including an understanding of CIRI's business lines and strategy, operations, and ANCSA/mission-critical programs and benefits. S/he will provide executive-level support to the CIRI leadership team, serve as a liaison between internal/external contacts and the CIRI leadership team, and help oversee special projects. Additionally, s/he will represent CIRI at business, community, and Shareholder and Descendant meetings and events. The ideal candidate will value innovation, creativity and strategic thinking, and thrive in a fast-paced environment.

**Major Activities**

1. Serve as a bridge for communication between the executive leadership team and internal CIRI departments, maintaining credibility, trust, and support among CIRI staff and leadership.
2. Work closely with the executive leadership team, including managing special projects.
3. Participate as an adjunct member of the executive leadership team, including scheduling and attending meetings.
4. Ensure the executive leadership team is well-informed and well-prepared for upcoming meetings and commitments related to assigned projects.

5. Prioritize conflicting needs and handle matters expeditiously and proactively, including those raised by the executive leadership team, and matters of a sensitive or confidential nature.
6. Draft correspondence and reports as needed.
7. Work with the communications team to coordinate strategic communications for diverse audiences regarding the executive leadership team's outreach efforts and activities.
8. Follow up on contacts made by the executive leadership team. Lead efforts to build and maintain strategic relationships within CIRI and with CIRI-affiliated entities, current and potential business partners, and the community.
9. Support education efforts related to the Alaska Native Claims Settlement Act (ANCSA) and CIRI's history and unique model of self-determination.
10. Build the executive department budget. Approve spending and budget allocations.
11. Participate in learning opportunities to enhance skills.
12. Travel frequently with the executive leadership team.
13. Perform other duties as appropriate and assigned.

### **Skills/Abilities**

- Understand CIRI's mission, vision, values and strategic focus areas, and incorporate knowledge into daily activities.
- Knowledge of and experience with the history and compliance requirements of the SBA 8(a) program preferred.
- Knowledge of and experience with mergers and acquisitions preferred.
- Excellent interpersonal skills to work effectively and cooperatively at all levels of the organization, including with management and staff, CIRI-affiliated organizations and employees, and external business associates. Always acts professionally in dealing with others.
- Ability to make decisions that involve strategic thinking, problem-solving, and sound judgment.
- Ability to work independently and as part of a team with minimal supervision.
- Ability to maintain accurate records and prepare and submit comprehensive reports.
- Excellent financial management skills, including the ability to develop and manage department budgets.
- Detail oriented, including superior organizational and follow-up skills.
- Attention to accuracy and detail, including the ability to research, organize and analyze technical information.
- Ability to manage multiple projects and deadlines in a fast-paced environment.
- Excellent oral and written communication skills; ability to effectively present information and respond sensitively to questions from managers, staff and the public.
- Proficient using Microsoft Office products, such as Word, Excel and PowerPoint, and industry-standard computer software and databases.
- Strong leadership, supervisory, management and mentoring skills.
- High degree of sensitivity regarding confidential information.
- During year one of the program, the position may be based in Anchorage, Washington, D.C., or work remotely.

- Ability to travel up to 50-75% of the time.

### **Physical Abilities**

- Sufficient fine motor skills for use of computers and calculators with an ability to withstand repetitive keyboarding for extended periods.
- Visual and communication ability adequate to perform the essential functions of the job.
- Ability to safely operate a motor vehicle and fly by commercial or small aircraft.
- Ability to kneel, bend and twist at the waist on an occasional basis.
- Ability to reach below shoulder height with regular frequency (desk position) and at or above shoulder height on occasion.
- Ability to push, pull, carry and lift objects weighing up to 20 pounds on an occasional basis.

### **Minimum Qualifications**

- Bachelor's degree in relevant field.
- Master's or Juris Doctor degree in relevant field preferred.
- Seven or more years of experience in business, finance or related field.
- Two years of supervisory experience.
- Work experience that illustrates a knowledge of ANCSA and/or Alaska Native cultures preferred.
- Ability to pass a background and driving record check.

### **Required Contacts**

- CIRC executives, management and staff
- CIRC Shareholders and Descendants
- Executives, management and staff of CIRC subsidiaries and affiliated non-profit entities
- Board members, executives, management and staff of other ANCSA corporations
- Tribal Council members, executives, management and staff of Tribal governments
- Local, state and federal government and agency representatives and staff
- Vendors and consultants
- General public and business community