ABOVE CHOICE HUMANITARIAN

CHOICE Humanitarian (CHOICE) is an international development organization that “supports the efforts of people around the world to reduce global poverty and build self-reliant, resilient communities” in remote, underserved areas of Africa, Asia, Latin America, and the Navajo Nation. Founded in 1982, and headquartered in Draper, UT, CHOICE Humanitarian is a non-profit organization that operates with an annual budget of $4.5 million dollars and a global staff of approximately 120 professionals.

ROLE OVERVIEW

The Director of the Navajo Nation Team, for CHOICE Humanitarian is a full-time position who answers to the Chief Executive Officer of the Organization. CHOICE is seeking someone who will work closely with the Navajo Nation (NN) including the Former Bennett Freeze Area (FBFA) in a concerted effort to increase incomes and employment opportunities, achieve food sovereignty and build the development capacity of local communities.

This position requires working with the Chapters, families and communities to strengthen and provide opportunities in food security/agriculture, housing, economic development, education, health and wellness. The Director of NN CHOICE will work in partnership with FBFA Chapters and identify ways to build the capacity of leadership and community members.

The ideal candidate must have a strong knowledge of NN government, local chapter government, as well as an understanding of the culture and social structure of Navajo communities. The Director must also have a strong knowledge of the Navajo culture and language. The Director will need to know the parameters and history of the Former Bennett Freeze Area (FBFA) and the social issues of poverty, lack of infrastructure, housing, economic development, and educational opportunities.

The Director must be a strong leader and manager, capable of developing the professional competencies of the Navajo Nation Team members.

The Director will need strong project management experience and the ability to utilize technology for budgets and organizational duties. The Director will oversee 7-15 employees. There is a great deal of work with local
and state partners, schools, universities, and educational institutions, so the Director must possess strong communication skills and the ability to build consensus.

The Director will also need a working knowledge of finances, grant-based funding, donations, and fundraising activities. Travel to chapter and partnerships meetings is required. The Director should have reliable transportation and be willing to engage in fieldwork and expeditions.

Working in a collaborative environment, the Director will be supported by a strong CHOICE Headquarters staff of 20 people based in Draper, Utah as well as a strong and active Board of Directors. They will also have interaction and consultation from the seven other Directors of CHOICE and their team members.

**DUTIES AND RESPONSIBILITIES**

- Direct CHOICE Operations on Navajo Nation
- Perform all reasonable and necessary duties to officially execute the mission and vision of CHOICE Humanitarian in Country
- Publicly speak and act on behalf of the Organization as well as represent the Organization in all official capacities.
- Ensure that the Organization is and remains legally and officially represented on Navajo Nation and in the State of Arizona, USA.
- Abide by, uphold, and comply with all laws pertaining to the operations of foreign entities on Navajo Nation, including all labor laws.
- Maintain a high level of professionalism, transparency, honesty, and integrity that are consistent with the values of the organization.
- Ensure that all accounting, banking, and financial records are accurate, secure, and timely submitted to the Central Office per established policy and procedures of the organization. Ensure that an independent and annual financial audit is conducted each year and that a copy of this audit is made available to the Central Office by March 1 of the following year.
- Allow CHOICE CEO and/or CHOICE Financial representative, at any time, to have access to any and all bank and financial records (physical and electronic) including providing usernames and passwords for CHOICE accountant to verify deposits and transfers.
- Read and commit to abide, adhere, and explicitly comply to CHOICE GENERAL M.O.U. policies.
- Develop a high-performing team.
- Hire and terminate local staff as needed (may require Central Office approval).
- Maintain up-to-date and current employee records, including employment contracts, performance evaluations, disciplinary actions of each CHOICE employee. Ensure that copies of all employee contracts are made available to the Central Office.
- Commit to responding to email or phone call requests within 48 hours. If, for any reason you are not able to respond due to time off, vacation, illness, or holidays—activate an email auto responder to indicate when you will return and a designated person that can assist in your absence.
- Maintain an accurate and up to date electronic Teams Calendar.
• Submit an Annual Business Plan with your team's strategic objectives as well as a comprehensive Annual Report detailing the success of your projects and programs each year. Provide periodic reports and requests for information regarding projects and programs supported by CHOICE donors.

• Upon approval of annual budget, provide to the Central Office a detailed program description of each of your funded programs to include Gantt and Log Frame charts, timelines, and budgets to assist Grant department in soliciting funds for your program.

• Research and seek out project funding sources where and when available. Respond quickly to all requests from the Central Office for information necessary in processing Grants. When necessary, support the writing of proposals for any local funding opportunities.

• Collect all data necessary to provide accurate and meaningful measurement and evaluation of all projects and programs in country using the platform, CHOICE Database for consistent and real time entry of all project and program data. Ensure this data is up to date at the end of each quarter.

• Seek out, vet, and engage business and economic opportunities that would help to further the development of local villages in CHOICE work areas.

• Maintain, post, and keep current the CHOICE Country Facebook page as well as other social media sites by sharing important developments relating to the success of your projects and programs. Work in tandem with CHOICE Marketing director to ensure that postings contain appropriate content.

• Maintain a current and up to date list of all in-country CHOICE ASSETS and their present value including, but not limited to all property, vehicles, computers, cameras, projectors, and other tools and equipment purchased or acquired by CHOICE funds.

• Plus, any other duty reasonably requested by the Organization including supporting the Expedition program which typically schedules 3-5 expeditions of 15-25 people per year to work alongside the community in the execution of a CHOICE project.

SKILLS, EXPERIENCE, & APTITUDES

• Fluency in English and Navajo
• Demonstrated ability to think strategically, innovatively, and creatively.
• Proven presentation skills and ability to lead in group settings.
• Ability to wear multiple hats at any given time, be organized, and thrive under pressure.
• Strong verbal and written communications
• Computer proficient in Microsoft Office Suite – including the MS TEAMS platform.
• Ability to work outside traditional office hours at times.
• Acute attention to detail, particularly with the entry and management of data, budgets, and payments

PREFERRED

• Bachelor’s degree in a related field from an accredited college or university
• Experience in event coordination
• Advanced knowledge of Microsoft Tools
• Demonstrated organizational, staff, and project management abilities.
COMPENSATION

Competitive compensation package that includes health, dental, and vision benefits, PTO, and a competitive salary commensurate with your experience.

APPLICATION INSTRUCTIONS

Applicants should submit a resume, 1-page personal statement, and 3 references. All materials must be submitted by Sunday, June 25, 2023. After initial review, the next steps will likely include a phone screening, in-person/Zoom interviews.

Please submit all application materials to the following link: (Application Link). Any questions can be sent to Lonny Ward: lward@choicehumanitarian.org.


JOB INFORMATION

CHOICE Humanitarian
801.474.1937
Job Type: Full-time Salary
Pay: Commensurate with experience

BENEFITS

- Dental insurance
- Health insurance
- Paid time off
- Retirement plan
- Vision insurance

Position Application site