



1854 TREATY AUTHORITY VACANCY ANNOUNCEMENT

Job Title: Executive Director

Term: Regular Full-Time

Department: Administration

Location: Duluth Minnesota

Supervisor: 1854 Treaty Authority Board of Directors Work Hours: 8:00 – 4:30 p.m. M-F

Salary: Starting Salary Range \$125,766 – \$163,514 (annual) (Negotiable – dependent on qualifications) plus fringe benefits.

Supervisory Position: Yes

Driver's License Required: Yes

Criminal Background Required: Yes

Applications due June 12, 2026

Job Summary: The Executive Director is responsible for the executive level administration and management of the 1854 Treaty Authority operations and ensuring the effective delivery of services to the organization and its' constituents.

Education/Experience Requirement: Must have an advanced degree from an accredited institution of higher education or equivalent work experience.

Duties and Responsibilities:

- Manage and direct all operations, programs, and activities of the 1854 Treaty Authority.
- Develop and recommend policy and procedures to the 1854 Board of Directors and implement the policy decisions by the Board of Directors.
- Direct and coordinates activities to achieve the goals and objectives of the 1854 Treaty Authority and to ensure compliance with Federal, State, Tribal, and other applicable regulations, ordinances and agreements.
- Direct the Resource Management, Conservation Enforcement, Education and Outreach, and Administrative Divisions to fulfill the goals and objectives of the organization,

including strategic planning, conducting performance reviews, and providing overall management of divisional staff and activities.

- Ensure effective implementation of the 1854 Court system.
- Direct and coordinate activities with member tribes, tribal organizations, federal agencies, and state and local governments to achieve the goals and objectives of the 1854 Treaty Authority.
- Provide guidance and leadership to develop and enhance and fulfill the governmental and program functions of the 1854 Treaty Authority to achieve its goals and objectives.
- Administer Public Law 93-638 contracts to fulfill the goals and objectives of the organization including developing and submitting quarterly financial and narrative reports, developing and submitting required annual reports, developing and submitting annual funding agreements, and developing and submitting contract renewal proposals as needed.
- Ensure all financial and narrative requirements for all contracts and grants are submitted by required timelines.
- Prepare and submit contract modifications/amendments when needed.
- Experience in obtaining and administering grants.
- Provide annual written testimony to the House and Senate Appropriations Committees.
- Represent the 1854 Treaty Authority to other organizations, the media, and the public at large.
- 1854 Board Meetings – coordinate and conduct meetings, including, scheduling meetings, agenda development, assemble meeting packets, take notes, finalize past meeting minutes and update files.
- Organize and conduct other meetings as needed.
- Signs all checks and approves division director's time sheets, leave requests and travel requests.
- Pursue supplemental funding opportunities.
- Perform other duties as assigned by the 1854 Board of Directors

Qualifications:

The Executive Director shall have the executive, administrative and technical ability needed to successfully direct the organization, and shall display:

- Exceptional leadership and strategic planning skills;
- Demonstrated ability to exercise critical thinking, independent judgment, and initiative;
- Ability to work independently and take initiative to complete tasks;
- High level of integrity, confidentiality, and ethical standards;
- Familiarity or experience with Native American culture;
- Proven ability to supervise employees;
- An understanding of federal contract and grant compliance;
- Experience and knowledge of financial management systems;
- Strong interpersonal and communication skills, both verbal and written;
- Demonstrated ability to manage projects and programs;
- Proficiency in computer and software experience (Microsoft Suite);
- Availability to be able to travel as needed; and work flexible hours.

A job offer is conditional upon successful passage of a background check and pre-employment drug test. Native American preference will be followed.

Application Procedures:

Please submit by mail or email a completed 1854 Treaty Authority general application (available on front page of 1854 Treaty Authority website), a resume (include contacts for 3 references), a copy of your transcripts (unofficial are acceptable), and a cover letter to: Phillis Lucia, 1854 Administrative Assistant, 1854 Treaty Authority, 4428 Haines Road, Duluth, MN 55811-1524. Ph: 218-722-8907. Email: plucia@1854treatyauthority.org.