



Executive Director

The Organization

The Wôpanâak Language Reclamation Project is dedicated to the revival and sustainability of the Wôpanâak language through comprehensive education, community involvement, and cultural integration and to reclaim the Wôpanâak Language as the primary means of expression among the Wampanoag Nation. Our goal is to restore and revitalize our ancestral tongue, ensuring it is passed down through generations as a living, vibrant expression of our cultural identity and heritage. We strive to foster a deep connection to our roots, empowering our community through education, engagement, and the celebration of our linguistic heritage. By reclaiming our language, we honor our ancestors, strengthen our cultural pride, and build a resilient future for all Wampanoag people.

The Opportunity

WLRP is seeking to hire a full-time (exempt) Executive Director to oversee the planning, development, and implementation of programs and services aligned with our mission, vision, and values. The ED is responsible for the oversight of all day-to-day operations and high-level leadership of WLRP, including direct reporting to the Board, strategic planning, budgeting, development, evaluation, programming, and staff recruitment and retention. Typical business hours for WLRP are 8:30am-4:30pm, Monday through Friday. This role may require evening and weekend hours. This role is Massachusetts based and hybrid, though the majority of hours are in-person. Remote work scheduling must be discussed with and approved by the Board. In-person requirements may include, but are not limited to; staff meetings, trainings, immersion camps, and monthly language committee meetings. The Executive Director salary ranges from \$105k-\$118k depending on professional, educational and lived experience and includes a comprehensive benefits package.

Responsibility and Accountability

The Executive Director, WLRP, reports directly to the Board of Directors, and has a high degree of discretion and accountability for program and staffing decisions. The Executive Director meets with the Board formally on a monthly basis regarding decisions made affecting staffing, project,

and key stakeholders. In addition, the Executive Director checks in weekly with Board leadership and staff providing accountability and frequent, transparent communication.

Supervisory Responsibility

All staff of the WLRP report directly or indirectly to the Executive Director, and therefore, the Executive Director directs and is accountable for the work of others. The Executive Director provides supervision to staff on a weekly or bi-weekly basis and checks in with staff as needed, as well as determines appropriate courses of action with respect to workplace, project planning, recruitment, retention, promotions, and other employment related activities.

Knowledge and Skills Required

Education

Master's degree or higher in a related field such as business administration, linguistics, management, or communications

Experience

At least eight years of job-related experience required. Experience must include significant community engagement (tribal), grants writing, management, and teaching.

Other Requirements

- Proficient in MS Office suite
- Solid research and writing skills
- Proficient knowledge of language reclamation and/or language revitalization industry standards
- Regular growth in the Wôpanâak language required
- Reside in Massachusetts

Abilities

- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Speaking** — Talking to others to convey information effectively.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to complex problems.

- **Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Planning** – Create and implement programs and services in alignment with WLRP’s mission, vision, and values.
- **Writing** — Communicating effectively in writing as appropriate for the needs of the audience.
- **Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Leadership** – Effectively lead staff across programs/projects to achieve common goals, while directly reporting to the Board
- **Management of Personnel Resources** — Motivating, developing, and directing people as they work, identifying the best people for the job.
- **Management of Financial Resources** — Determining how money will be spent to get the work done, and accounting for these expenditures. Create and monitor budgets and ensure WLRP and its programs stay within budget and compliance

Core Responsibilities

- **Planning:** Create and implement a strategic plan and programs based on WLRP’s mission, vision, values.
- **Budgeting & Fiscal:** Create and monitor budgets and ensure WLRP and its programs stay within budget and compliance. Communicate effectively with finance.
- **Staffing:** Recruit, train, supervise/mentor, and retain staff
- **Community Language Instructors:** Create and execute process and contracts with non-personnel to instruct language offerings who align with WLRP’s mission, vision, and values.
- **Project management:** Oversee multiple projects and teams simultaneously to ensure they are completed on time and within budget, in collaboration with co-directors
- **Programs & Services:** Create, implement, and evaluate community programs to provide high quality programming and services to the Wampanoag Nation and key stakeholders
- **Advancing Continuous Quality Improvement (CQI):** Develop and maintain systems and tools to evaluate programs and services to best meet the mission of WLRP.
- **Business practices:** Develop improved business practices to ensure the sustainability of WLRP
- **Performance Evaluation:** Develop process, systems, and tools to measure staff performance

Benefits:

WLRP offers a comprehensive benefits package including Medical, Dental, and Vision insurance, retirement, 13 paid holidays, a collective week of rest, vacation time, sick time, personal time, and a flexible schedule.

To Apply:

Please send a cover letter and resume or CV to Board Secretary Zoë Harris at zharris@wlrp.org

Applications are due by 5pm on April 19th, 2025