



## Director, Wôpanâak Language Reclamation Project

<b>Job Title:</b> Director, Wôpanâak Language Reclamation Project		
<b>Job Category:</b> Regular Full-time (40 hours)		<b>Job Description Last Updated:</b> August 16, 2022
<b>FLSA Classification:</b> Exempt	<b>Job Code:</b> 901	<b>Career Band Level:</b> Executive
<b>Reports To:</b> Wôpanâak Board of Directors		

### Job Purpose

The purpose of the Director, Wôpanâak Language Reclamation Project (WLRP) position is to oversee implementation, evaluation, and planning functions for all WLRP operations and programs, including the immersion school, grant funding and administration, staffing, community-based classes and camps, public school programs, and staff training and professional development.

### Essential Functions

The essential functions of this job are to:

- **Board of Directors:** Work closely with the Board and the WLRP membership committee at large in developing new strategic plans and budgets, including a 2023-2028 strategic plan that encompasses program goals and scopes of work determined by the outcomes of a membership and community wide strategic planning process. Provide regular work plan reporting to the WLRP Board, membership committee, community and tribal partners and funding agencies.
- **Funding:** Oversee procurement, implementation and administration of fund development strategies and protocols, including grant writing and donor solicitations, to build productive relationships and generate continuing support from foundations, public agencies, corporate sponsors, and individuals.
- **Community Outreach:** Collaborate with the WLRP Board, membership committee, governing bodies of the participating Wampanoag tribal communities, other indigenous community language reclamation programs, the media, and other nonprofit, business, and governmental partners to build awareness of WLRP and improve the program. Organize and host community events, including outreach sessions, funder visits, and language gatherings including meals, classes, camps, and trainings to improve community access to, and interest in, language education and use.
- **Human Resources and Wellness:** Maintain overall responsibility for the hiring, development, support, and retention of staff and volunteers, including specific responsibility for working collaboratively with WLRP leadership, Board, and any H.R./wellness staff and/or consultants to ensure a positive and healthy work environment for employees, contractors and program participants. Establish division of labor, work plans and schedules and assign duties and



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responsibilities for each organizational program or project. Regularly evaluate staff and contractors to ensure organizational performance objectives are met. Work with program managers and staff to resolve workplace and project challenges.

- **Financial Management:** Oversee continuous monitoring of WLRP financial performance and fiscal compliance, operating budget, income and expenditures, tax filings, and annual audits with the Board of Directors Treasurer. Responsible for the hiring and supervision of the Business Manager and any financial contractors. Ensure the maintenance of effective systems for service delivery through budget to actual reporting and the use of fiscal data as a management tool for strategic planning and decision-making. Ensure that all program funds are expended and accounted for in a manner consistent with all legal, contractual and grant agreements.
- **Operations:** Direct all day-to-day operations and development of programming across all program sites and tribal community sites where language is offered. Meet regularly with the WLRP Board and staff regarding organizational policies and objectives, and coordinate responsibilities and procedures across departments and programs.

### Responsibility and Accountability

The Director, WLRP, reports directly to the Board of Directors, and has a high degree of discretion and accountability for program, budgeting, and staffing decisions. The Director meets with the Board formally on a monthly or quarterly basis – as determined by the Board chair – regarding major decisions affecting finances, staffing, project, and community partners. In addition, the Director holds weekly check-ins with team leadership to provide for accountability.

### Supervisory Responsibility

All staff of the WLRP report directly or indirectly to the Director, and therefore, the Director is accountable for the work of others. The Director provides daily supervision to staff and checks in with staff daily, as well as determines appropriate courses of action with respect to workplace, project planning, hiring, promotions, and other employment related activities.

### Knowledge and Skills Required

#### ***Education***

Bachelor's degree in related field required, advanced degree strongly preferred.

#### ***Experience***

At least seven years experience in Indigenous language fluency program implementation and/or leadership. Experience must include planning and delivery of best-practice methodologies in the field as well as experience in language-team-dynamics.



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### ***Licensing and Certification Requirements***

Certifications in First Aid, CPR, strongly preferred.

### ***Other Requirements***

- Proficient in QuickBooks.
- Proficient in MS Office.
- Solid demonstrated research and writing skills in media, grants, website, and research platforms.
- Proficiency in an indigenous language at least Intermediate High on the ACTFL scale strongly preferred.

### ***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 problems.
- **Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **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.
- **Management of Personnel Resources** — Motivating, developing, and directing people as they work, identifying the best people for the job, a team builder who is good with coaching staff to performance.
- **Management of Financial Resources** — Strong strategic fiscal management, oversight, and budgeting skills.

### ***Physical Effort***

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary duties and responsibilities of this job. In terms of overall physical demand, an employee must be able to perform light work to perform the essential functions of the job. Light work is defined as being able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

To perform the essential functions of the job, an employee must frequently be able to do the following physical activities: walk, lift, talk, hear, and repetitive motion. Occasionally, an employee must be able to grasp, kneel, reach, and stand. On rare occasions, an employee must be able to climb and crouch. In addition, an employee in this job must have close visual acuity to perform activities such as preparing and analyzing data and figures, viewing a computer terminal, and extensive reading.



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### ***Mental Effort***

A high level of mental effort is required to communicate effectively and respectfully with the WLRP's diverse staff, Board leadership, funders, parents, and elder constituencies as well as community partners, public safety officials, and interested media and university collaborators.

### **Working Conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In general, an employee in this job works in a professional office setting. However, occasionally an employee may be exposed to working in an environment that does not provide protection from temperature changes such as performing some activities outside. On rare occasions, the employee may be exposed to enough noise to cause an employee in this job to shout in order to be heard about ambient noise level, such as in a classroom full of children.

### **Nondiscrimination Policy**

WLRP is an equal opportunity employer, committed to fostering a work environment characterized by dignity and respect. Our workforce is diverse and reflects the communities we serve. It is our strong belief that equal opportunity for all employees is central to the continuing success of our organization.

We will not discriminate against an employee, contractor, volunteer, or applicant for employment on the basis of age, color, disability, handicap, economic class, ethnicity, ancestry, gender identity or expression, marital or parental status, pregnancy, medical condition, physical appearance, genetic information, national origin, race, religion, creed, union activities, sex, sexual orientation, veteran status or any other protected categories in recruiting, hiring, promotion, demotion, training, compensation, benefits, transfers, layoffs, terminations, or other conditions of employment. Opportunity is provided to all employees on the basis of qualifications and job requirements.

WLRP complies with all applicable state, federal and local laws prohibiting discrimination.