



## Director, Wôpanâak Language Reclamation Project

<b>Job Title:</b> Director, Wôpanâak Language Reclamation Project		
<b>Job Category:</b> Regular Full-time in-person 35 hours per week		<b>Job Description Last Updated:</b> April 07, 2024
<b>FLSA Classification:</b> Exempt	<b>Job Code:</b> 901	<b>Career Band Level:</b> Executive
<b>Reports To:</b> Wôpanâak Corporation Officers		
<b>Salary:</b> \$90,000-\$105,000		

Please send a letter of interest & Resume to [wlrp@wlrp.org](mailto:wlrp@wlrp.org); ATTN: President Brian Weeden

### Job Purpose and Scope

The purpose of the Director of the Wôpanâak Language Reclamation Project (WLRP) position is to support and facilitate the primary mission of WLRP to reclaim the Wôpanâak Language as a principal means of expression for the four communities of the Wampanoag Nation through complete and effective oversight of WLRP and its programs. The Director is responsible for overseeing day-to-day operations and programs and will be empowered with making internal operational decisions regarding staff in consultation the Corporation Officers. While this position reports directly to the Officers, any major decisions such as annual curriculum, language transmission outside of the four participating communities, budget deviations, new position creation, or new contracts, must be approved of by the Corporation per the WLRP bylaws and as such must be passed from Director to Officers for presentation at a monthly WLRP meeting.

### Specific Priorities

1. Conduct a thorough analysis of operations to coordinate with the Corporation Officers on a new long-term strategic work plan for WLRP which reflects the mission and bylaws of the corporation.
2. Perform a job search to fill the Development Manager position.
3. Closely work with the Development Manager to monitor the organizational budget, especially tracking and problem-solving regarding revenue generation and expenditures.
4. Foster staff morale and retain WLRP staff through facilitating relationship building between staff, the WLRP Corporation and its Officers as well as participating communities at large.
5. Work with staff to ensure that programmatic work is in alignment with programming and that staff are working well together.



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6. Ensure WLRP sustains external relations, especially relationships with funders and other essential partners.

### Essential Functions

The essential functions of this job are to:

- **Corporation Officers:** Facilitate effective Officer partnership in developing strategic plans and budgets that encompass program goals and scope, organizational financial oversight, and community outreach and fundraising. Provide work plan reporting to the WLRP Officers, and funding agencies.
- **Funding Goals:** Work in collaboration with the Development Manager and Corporation Officers as well as the voting Committee where appropriate, to build productive relationships and generate continuing support from foundations, corporate sponsors, and individual donors. Identify funding from private, federal, and corporate sources. Seek Committee votes to develop and administer grants and proposals to support and expand services and maintain staffing capacity. Attend funding training required by agencies and program officers to present WLRP's work and achievements and successfully administer program funds.
- **Community Outreach:** Collaborate with the Development Manager, WLRP Officers and Wampanoag tribal communities, the media, colleges and universities, and other organizations to build awareness of WLRP and improve the programs.
- **Human Resources:** Overall responsibility for development, support, and retention of staff and volunteers, including specific responsibility for working collaboratively with the identified Leadership Team, WLRP Corporation Officers, and Committee members to ensure a positive work environment.
- **Financial:** Together with the Development Manager and the Treasurer, oversee the WLRP budget, income and expenditures, and arrange for annual audits.
- **Operations:** Direct the day-to-day operations of all tribal community sites where Wôpanâak language is offered. Evaluate staff and ensure organizational performance objectives are met. Establish work plans and schedules and assign duties and responsibilities for each project. Work with staff to resolve workplace and project challenges. Meet regularly with the WLRP Officers and staff regarding organizational policies and objectives and coordinate responsibilities and procedures.

### Responsibility and Accountability

The Director reports directly to the Corporation Officers, and has a degree of discretion and accountability for programming, budget allocation, and staffing decisions. The Director meets with the WLRP Committee formally on a monthly basis – as determined by the President and regularly with the Officers, or its designee, monthly regarding WLRP operations, and community partners.

### Supervisory Responsibility

All staff of the WLRP report to the Director. 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 implementation, conducting interviews of potential staff, recommends promotions, and other employment related activities.

### Knowledge and Skills Required

#### ***Education***

A college degree from a four-year institution.

#### ***Experience***

At least 7 years of job-related experience is required. Experience must include significant positive tribal community engagement, proven partner relationship building, a record of fiscal oversight, experience in regular programmatic reporting, and a proven positive history of personnel management and retention.

#### ***Other Requirements***

- Proficient in MS Office
- Solid research and writing skills and website operations experience
- Regular growth in the Wôpanâak Language is strongly preferred

#### ***Abilities***

- **Communicating** — Exchange information with others articulately and effectively and always in a respectful manner.
- **Critical Thinking** — Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- **Judgment and Decision Making** — Consider the relative costs and benefits of a potential action to choose the most appropriate one.
- **Writing** — Communicate effectively in writing, using appropriate grammar and document format as appropriate for the needs of the task and the overall project.
- **Complex Problem Solving** — Identify a complex problem and review related information to develop and evaluate options and resources to implement a solution.
- **Management of Personnel Resources** — Motivate, develop trainings, and direct people as they work according to personnel policies, identifying the best person(s) for a particular task or job.
- **Management of Financial Resources** — Work with the Business Manager and adhere to the approved WLRP Budget, financial reporting requirements, determining how the approved budget will be spent to get the work done, and accounting for all expenditures.



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### ***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.

### ***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 shall 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 as well as at various community sites. 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 loud noises, such as in a group of children.