

AD revision JAH 8/25/08

California Indian Basket Weavers Association (CIBA)  
Administrative Director  
www.ciba.org

Work Location: Woodland, California (Yolo County)

Hours: Full-time: exempt position.

**Organization description:**

California Indian Basketweavers Association (CIBA) is a 501c3 non-profit cultural arts service organization. CIBA's vision is to preserve, promote, and perpetuate California Indian basket weaving traditions. CIBA is managed by an elected volunteer Board of Directors (11) who are traditional weavers of California Indian descent. Membership is currently over 3500 and varies by year; the Board is elected for two-year terms by the membership and is in its 18<sup>th</sup> year of operations, the current annual budget is approximately \$450,000 per year.

**Position Description:**

The primary role of the Administrative Director is to work with the Board to accomplish the mission and goals of the CIBA organization. The AD should be willing to manage, coordinate and account for the operations of CIBA in accordance with the CIBA Board, and should be willing to work at the direction of the Board as the Office contact, with primary responsibilities for fundraising, grant writing, office management and supervision of employees. The AD must be willing to attend Board meetings and Funding events as assigned. AD must coordinate and review finances and operations, make recommendations as required and support the production of an annual Gathering by helping coordinate meetings, mailings, working to oversee gathering contacts and coordinate production dates. As well as support operations management and any staff assigned to annual gathering event.

**Key Job Responsibilities:**

Office Management: Work with Board to develop and manage annual budget coordinate and identify organization needs, operation costs and funding targets. Work with bookkeeper/accountant and board; to clarify expenses and CIBA operational overhead, supervise office personnel; ensure all office business is conducted in a timely and professional manner. Track and notify Board of calendar events and program schedules.

Fundraising: Develop, maintain, write and oversee all fundraising activities including grants, government and corporate donors, as well as management of potential endowments. Work to identify and develop grants, oversee product sales and track and report all donations and funding programs.

Gathering Support: Assist in the coordination and collaborate on the production of CIBA's annual Gathering. Support location identity and development, as well as funding appeals. Oversee and assist in mailings, assist in operations management and event operations, including community contacts to develop this event. Oversee and collaborate with all events relevant to CIBA activities, working with the Board to support the continued Education for California Indian Basketweavers and the communities they represent.

Resource Protection: work with Board to oversee the resource protection program. Notify Board of activities, issues and dates relevant to land and Gathering issues. This includes interagency communication on resource issues for monitoring the health and safety issues of weavers. Awareness and promotion of CIBA's programs for bans on pesticide use and assist in development of policies to protect and continue the traditional plant gathering access for California Basketweavers.

Membership & Communication: Work with staff to manage a comprehensive membership list; oversee data input, recommended outreach and development for the management of membership data and newsletter communication. Work with Board to manage and oversee production of quarterly newsletter and oversee website communication, development and timely upgrades to all CIBA communication products

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Qualifications: B.A/ B.S. or higher degree, and or verifiable equivalent experience. Native American heritage is preferred, but not mandatory. Experience and knowledge with California Native community is essential. Must have proven track record in fundraising, grant writing and funding research. Must have experience in non-profit setting, with cultural or arts program development. Must have relevant history in outreach, fundraising, product knowledge, event operations, and communications development. Must have experience working with computers, finance reports, well versed in computer software applications including PC, Microsoft Word, File Maker Pro, Microsoft Excel and QuickBooks. Must have understanding of finance statements and ability to summarize and communicate information in simple and concise manner. Must have ability to prioritize and work with Board as project manager, to oversee the development and organization of events and systems currently in place. Strong writing and editing skills, ability to be bonded, past work experience with non-profit organizations essential, as are a sense of humor and unlimited patience, all preferred qualities.

Starting salary: Commensurate with experience TBD; full benefits package.  
Potential for growth with proven success.

**Cut off date:            Applications will be accepted until job vacancy is filled.**

To apply:            Send by mail only, hard copy, cover letter, with resume.  
Please include previous salary compensation rate.

CIBA  
Attention: Personal Review committee  
P.O. Box 1348  
Woodland, CA 95776

Email questions to: [officeadmin@ciba.org](mailto:officeadmin@ciba.org)

**NO PHONE CALLS PLEASE**