



COOK NATIVE AMERICAN MINISTRIES FOUNDATION (CNAMF)

1414 West Broadway Road, Suite 122

Tempe, Arizona 85282-1118

www.cooknam.org

POSITION ANNOUNCEMENT

<u>POSITION TITLE:</u>	Executive Director/CEO
<u>EDUCATION:</u>	Bachelor's Degree preferred. Equivalent related work experience in lieu of education may be considered.
<u>EXPERIENCE:</u>	6 or more years in a senior leadership role with a non-profit organization.
<u>SALARY:</u>	\$70,000 to \$100,000 (Negotiable).
<u>RELOCATION PACKAGE:</u>	Negotiable.
<u>WORK LIFE:</u>	Paid vacation, holidays and sick days. Medical, dental and 403(b) Plan.
<u>CLOSING DATE:</u>	Open Until Filled.

POSITION SUMMARY

Cook Native American Ministries Foundation (CNAMF) seeks an ambitious and committed leader who has proven experience working with Native American faith-based organizations. He/she must also have a significant track record of success in grant administration and fundraising.

This is an exciting opportunity to provide administrative leadership for an established Native American faith-based non-profit organization whose foundation work provides resources and support for churches, faith-based organizations and Native American non-profits across the United States. The Executive Director/CEO is accountable to the Board of Directors through the CNAMF Chairperson. He/she will implement the foundation's strategic plan and vision, fulfill the organizational mission and policies as determined by the Board, and devise and implement a plan for fundraising. He/she must possess strong analytical, organizational and communication (oral and written) skills. The individual will be based in the Phoenix metropolitan area in AZ.

APPLICATION PROCEDURE

Qualified candidates must e-mail a cover letter, professional resume (including accurate dates of employment and education) to Susan Larson @ slarson@cooknam.org.