

Executive Director

The Seneca Cayuga Nation is accepting applications for an Executive Director. This position acts to support the development and execution to the Seneca Cayuga Nation policies, resolutions, and business endeavors. The office of the Executive Director supports administrative offices by monitoring federal, state and municipal legislation that may impact the Nation. This position also manages the efficiency of Nation programs, provides budget oversight and policy revision. The Executive Director will also provide interpretation of Nation Legislation to outside agency representative. Other duties may include but not be limited to: evaluate the continuity of governmental structure within the Nation and make recommendations for improvement; provide administrative oversight for Nation programs funded through federal, state and or private agencies; identify areas of program development needing additional funding support through grants or other funding services to improve quality of program services; maintain a record of all pertinent laws; regulations and policies that may impact the self governance of the Nation which includes historical data related to the Seneca Cayuga Nation; acts as a liaison between other federal, state, municipal or private agencies regarding matters of the Nation. Minimum of a Bachelor Degree in a Business related field.* The Executive Director must have at least seven years experience with Tribal government administration including business administration. Must have a working knowledge of General Accounting Practices. *A waiver of education may be offered by the management based on evaluation of experience and demonstrated competence. Submit applications and resumes to the Chief at wfisher@sctribe.com . Applications are available at 23701 South 655 Road, Grove, Oklahoma 74344 and online at www.sctribe.com . Open until filled.

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