



**Title:** Executive Director

The Heart of American Indian Center, d/b/a Kansas City Indian Center, seeks applicants for the Executive Director position. The Executive Director will perform administrative duties and will oversee operational, fiscal, fundraising, personnel and program functions of KCIC. This Position requires the ability to maintain confidentiality, exercise sound independent judgment and take initiative.

**Qualifications:** College Degree; Knowledge of Native American Culture; Experience in grant management and grant writing; Excellent oral and written communication skills; Knowledge of computers and the use of sophisticated technology; Strong attention to detail; Ability to juggle multiple priorities effectively; Must have enthusiasm, optimism, a sense of humor and a commitment for the goals and mission of KCIC.

Extensive experience working in the Native American community providing social and cultural services is desirable. Supervisory and management experience is desirable.

In filling of positions, we will give preference to Native Americans.

Compensation will be as determined in writing by the Board of Directors, but is not to exceed available funding sources in the Board of Directors approved annual operating budget.

This is a salaried position and normal work hours will vary as required to successfully fulfill assigned responsibilities. Benefits and Leave accruals will be in accordance with the most current version of the employee rules and procedures approved by the Board of Directors.

Applicants should email a resume and a cover letter describing your interest in this position to [information@haicindian.com](mailto:information@haicindian.com) Attention: Personnel committee. You may also mail your resume to Kansas City Indian Center, 600 West 39th Street, Kansas City, MO 64111 or fax to Fax: 816-421-6493. Attention Personnel committee.

(Please do not send duplicates of materials sent by email).