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JOB ANNOUNCEMENT

Job title: Executive Director
Reports to: Commission of the Upper Columbia United Tribes
Location: Spokane, Washington
Position type: 5-year contract, annual review and adjustments as needed by the UCUT Commission
Compensation: \$110,000.00 to \$140,000.00 per year
180-day probationary period.
Full benefits (medical, dental, vision, 401K)
Closing date: The position will remain open until filled. Interested candidates are encouraged to submit materials by July 28, 2025 when review of applications will begin.

About UCUT:

The Upper Columbia United Tribes (UCUT) is a consortium of five tribes (Coeur d'Alene, Confederated Colville, Kalispel, Kootenai, and Spokane) located in the upper Columbia River Basin with reservations in Washington and Idaho. This organization serves to advance the interests of its member Tribes, particularly with respect to natural resources. UCUT's vision is to ensure a healthy future for the benefit of all by protecting and enhancing the traditional territorial lands of our ancestors. Through the collaboration of five area Tribes, we take a proactive, collaborative, and science-based approach to promoting fish, water, wildlife, diverse habitat, and Indian culture in the Northwest.

Grounding in the core values of Unity, Tribal Sovereignty, Seven Generations, Integrity, and Culture, UCUT supports its member Tribes through regional and public outreach and education, securing funding sources to support natural and cultural resource preservation, and providing the opportunity for the five tribes to collaborate, strategize, and speak in unity on mutual areas of interest.

The UCUT organization is currently made up of eight staff, increasing from five in the last two years. Continued growth is expected while aiming for a lean and efficient team.

The UCUT Commission is organized as a governmental arm of the five member Tribes, who have delegated specific governmental functions to UCUT.

Additional information about UCUT and its member tribes may be found at <https://ucut.org/>.

Nature and scope of the position:

The Executive Director serves as the chief executive officer, providing visionary leadership, strategic direction, and operational oversight to advance the organization's mission to protect, preserve, and strengthen the rights, sovereignty, culture, and natural resources of its member Tribes. The Executive Director is responsible for implementing the UCUT Strategic Plan, fostering

collaboration among member Tribes, and ensuring the organization's financial sustainability, operational excellence, and cultural integrity.

Duties and responsibilities:

Pursuant to the Rules of Procedure of UCUT, the Executive Director is responsible for:

- General administration of the Central Office and staff in a manner consistent with the Charter, Rules and Procedures.
- Providing visionary leadership to implement the UCUT 2025-2029 Strategic Plan, ensuring alignment with the organization's mission, vision, and core values.
- Collaborating with the UCUT Commission to set long-term goals, priorities, and policies that reflect the collective interests of member Tribes.
- Promoting a values-driven workplace culture that prioritizes staff well-being, professional growth, and high performance.
- Overseeing the preparation and management of the annual budgets, ensuring alignment with strategic priorities and efficient use of resources.
- Maintaining official files and publications.
- Reporting to the Commission on activities and accomplishments.
- Other duties described in the Charter and as assigned by the Commission.

Examples of the Executive Director's responsibilities include but are not limited to the following:

- Maintaining close liaison with each member Tribe and their staff through frequent individual visitation, phone conferences, and periodic meetings. This will include the submission of routine fiscal and administrative reports to the member Tribes.
- Coordinating and preparing agendas for all UCUT Senior Manager and Commission meetings.
- Ensuring staff preparation, participation, and facilitation of all technical/policy committee meetings: Fisheries; P2IP; Environment/Toxics; Timber, Fish, and Wildlife/Forest and Fish Report; and Wildlife.
- Directing the operations and administration of all UCUT contracts and ensuring the timely completion of all products, deliverables, and commitments associated with each contract.
- Identifying opportunities to seek additional mission related funding sources to enhance the capability and capacity of the organization in support of the member Tribes, including the development and submittal of proposals for grants, contracts, and other fiscal strategies.
- Directing and providing leadership for all UCUT staff.
- Overseeing and managing the fiscal affairs of UCUT.
- Carrying out all policy decisions of the member Tribes as they relate to the organization and its mission.
- Representing UCUT in both formal and informal forums and settings to promote UCUT mission, goals, and objectives. This includes working with Tribal, First Nation, federal, state, provincial, and local governments, particularly concerning natural resource management issues, as appropriate.
- Overseeing the implementation of the UCUT strategic plan—as adopted by the Commission in 2025—and the development of associated annual implementation plans.
- Prepare annual budgets in consultation with policy and technical representatives from each tribe.

Knowledge, skills, and abilities:

- Knowledge of natural resources management, specifically the role of Tribes as fish, wildlife, and natural resource managers.
- Deep understanding of Tribal sovereignty, Executive Order and Treaty rights, and the unique cultural and environmental challenges facing Tribal communities.
- Knowledge of Tribal relations and values, including intertribal relations and cultures.
- Excellent communication and interpersonal skills, with the ability to build trust and foster collaboration among diverse groups.
- Demonstrated skill in setting priorities, implementing actions, and communication.
- Demonstrated ability to lead and manage people, projects, contracts, and budgets.
- Demonstrated knowledge of the Columbia River Basin, Federal Columbia River Power System, Federal Energy Regulatory Commission, and the intergovernmental, political, ecological, and cultural context in which UCUT and its member Tribes operate.

Minimum qualifications:

Either:

- Bachelor's degree in business, fisheries or wildlife biology, natural resources, environmental science, or a related field.
- Not less than five years of experience in the field of natural resources management or a related field.

Or:

- Combination of education and experience that provides the applicant with the knowledge, skills, and abilities necessary to fulfill the Executive Director's responsibilities.
- No less than 10 years of experience in the field of natural resources management or a related field.

And:

- No less than five years of experience in budget and personnel management.
- Experience working with the Upper Columbia River Tribes or similar Tribal organizations.
- Familiarity with federal and state environmental regulations, funding mechanisms, and policy frameworks.
- Experience in climate resilience planning, ecosystem restoration, and species recovery initiatives.

How to apply:

Submit cover letter, resume of relevant experience, and contact information for three professional references to Lori Rothrock, UCUT Office Manager: lori@ucut-nsn.org. You may also email Lori Rothrock with any questions regarding this job announcement.

Conditions of employment:

UCUT is an Equal Opportunity Employer, Indian preference applies.

The Executive Director must report to work at the UCUT Central Office in Spokane, Washington, and be willing and able to travel frequently.

Once offered the position, the selected applicant must submit a valid (U.S.) state-issued driver's license and is subject to a pre-employment drug test. After hire, the selected candidate will be evaluated after 90 business days and again prior to the end of a 180-day probationary period for regular employment status. During the first 90 days, probationary employees will accrue Personal Time Off but will not be granted use of PTO until they achieve regular employment status.

UCUT provides a competitive salary and benefits package. Compensation level will be negotiated based upon knowledge, skills, abilities, and qualifications.