

## Executive Director

Central Tribes of the Shawnee Area, Inc., (CTSA) is seeking a highly dynamic and facilitative leader to serve as Executive Director. CTSA is a non-profit corporation governed by the Absentee Shawnee Tribe, Sac and Fox Nation, and the Kickapoo Tribe of Oklahoma.

### Minimum Qualifications

A bachelor's degree in business, public administration, education, social services or a related field and five years of progressively responsible upper level management is acceptable. A Master's degree in business, public administration, education, social services or a related field with three years of progressively responsible upper level management are preferred.

Experience working with low-income families required. Significant experience in a multi-funded nonprofit agency is preferred. Experience with strategic planning, financial and grants management, external funding proposal creation and organization development is preferred.

### The ideal candidate will possess these professional qualities:

Proven leadership characteristics necessary to motivate and supervise employees and to collaborate with parents and other educators to provide superior early child development services and programming.

Strong financial management experience and skills; including fund accounting, budget development and monitoring, grants management, financial analysis, audit reconciliation and reporting requirements relating to governmental and grant funding.

Knowledge of Head Start Performance Standards is helpful.

Previous experience working with Native American communities or other diverse populations is desired.

Interested candidates must submit a resume, letter of interest and personal references. Employment applications can be downloaded at: [www.ctsaheadstart.org](http://www.ctsaheadstart.org) or picked up at: 1535 N. McKinley Ave., Shawnee, OK 74801 and mailed to the attention of CTSA Human Resources or emailed to: [ctsahrdocs@ctsaheadstart.org](mailto:ctsahrdocs@ctsaheadstart.org)

As consideration for employment, applicants must have valid driver's license be insurable and consent to pre-employment drug testing and be fingerprinted by the OSBI and have no prior criminal record.

Central Tribes of the Shawnee Area, Inc. is an  
Equal Opportunity Employer with Indian Preference applied.  
Open until filled.