



KIOWA TRIBE JOB OPPORTUNITY

HOW TO APPLY: Submit a Kiowa Tribe application + Copy of valid Oklahoma Drivers' license + Copy of Indian Preference form BIA-4432.

SUBMIT TO: HR@kiowatribe.org or kiowatribe.org/careers

DROP OFF AT: 100 W. Kiowa Way, Carnegie, OK 73015 Phone: 580-654-6465

Job Opportunity: KTJA-24-015	Opens: 12/12/2023
Position Title: Chief of Staff	Closes: OUF
Salary Rate: \$55,000 to \$75,000 Exempt	Duty Location: Hobart, OK

JOB SUMMARY

The Chief of Staff will play a key role in setting the team's annual and multi-year strategies, interacting with key internal and external stakeholders, measuring key performance metrics of the organization, and executing special projects. This individual will be the Chief Executive Officer's right-hand, participating in high level meetings, traveling frequently, preparing briefings, conducting research, and owning targeted initiatives. In addition, the Chief of Staff will interface with Kiowa Inc. management team and all Subsidiary Enterprise Executives and staff to integrate work across teams and functions.

Goal: The goal is to provide comprehensive administrative support to the Kiowa Inc. CEO in ensuring all operations of company and its subsidiaries operate in an efficient and effective manner. Also, will oversee all activities related to the development and management of contracts and agreements. Will assist the CEO in carrying out all established goals and objectives of Kiowa Inc. and its subsidiaries to ensure strict compliance with all business agreements, laws and policies applicable.

Reports To: Chief Executive Officer (CEO) or the Chairman in the CEO's absence.

HOW TO QUALIFY FOR THE JOB

Educational Requirements: Bachelors' degree in Business and/or related field with a minimum five (5) years work experience.

Experience Requirements: At least two (2) years working with (a) a tribe, tribal entity, or organization dedicated to tribal interests or (b) a federal or state government agency with oversight or responsibility for tribal issues.

- Provide high-level, quick, and in-depth analysis of policy, politics and industry trends.
- Produce consolidated reporting to CEO, including tracking, reporting of internal documents that require coordinating data and information from around the organization.
- Periodically serve as Team Project Manager to make sure we are on track for major initiatives short and long term. Ensure we are always thinking long term, but not losing track of current issues.
- Plan and execute leadership development of Internal and External Affairs leadership team.
- Strategize, develop, and track key performance metrics for the organization to inform status and future opportunities.
- Spearhead and implement programs, systems, workflows, or processes that strengthen political knowledge and impact, improve tracking and performance evaluation, or reduce redundancies.
- Work with CEO to develop/manage the annual department budget for Kiowa Inc. and subsidiaries with Legal, Finance, and Accounting teams for necessary information, compliance disclosures and reports
- Adheres to and follows all Tribal policies and procedures.

EMPLOYEE BENEFITS AVAILABLE

Leave Benefits, (14) Paid Holidays Medical / Dental / Vision

\$25,000 Basic Life and \$25,000 AD&D insurance coverage at no cost to employee

401K with 3% employer contribution, when you enroll

WHAT ARE THE JOB REQUIREMENTS?

- Must have the ability to prepare a variety of complex correspondence, as well as the ability to prioritize workflow.
- Excellent research, writing and advocacy skills are required.
- Must be able to pass a States/FBI Criminal background check.
- Must possess a valid Oklahoma State Driver's license and be insurable under the Kiowa Tribe's Driving Policy.
- Submit to and pass a pre-employment background check and pre-employment drug test.

Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preference in its hiring and employment activities.