

NATIONAL CONGRESS OF AMERICAN INDIANS

Est. 1944

March 28, 1983

Mr. Rudolph C. Ryser
728 212th Place, S.W.
Lynnwood, Washington 98036

Dear Mr. ^{Ryser}Ryser:

First, let me acknowledge receipt of your resume submitted for the position of Executive Director of the National Congress of American Indians.

Secondly, please accept our deepest apologies for the delay in informing you of the actions taken by the Executive Committee with respect to the selection of the Executive Director.

The Committee met in Washington, D.C. on March 9 and determined that enough time had not been allowed to advertise the position and, therefore, extended the advertisement to close of business Friday, April 15.

The Committee also revised the job announcement as attached. All applications will be rated on a point system for each criterion outlined under qualifications for the position.

The five applicants receiving the highest number of points will be invited for an interview in Minneapolis, Minnesota, Sunday, May 1. NCAI will not be able to assist with any travel or expenses related to the interview.

In light of the revised qualifying criteria you may wish to submit an addendum to your application or a revised resume.

Sincerely,

Ella Mae

Ella Mae Horse
Recording Secretary

EMH:bce

Enclosure

EXECUTIVE DIRECTOR
Ronald P. Andrade
Luiseno-Diegueno

EXECUTIVE COMMITTEE

PRESIDENT
Joe De La Cruz
Quinault

FIRST VICE-PRESIDENT
Ralph Eluska
Aleut

RECORDING SECRETARY
Ella Mae Horse
Cherokee

TREASURER
Hollis D. Stabler, Jr.
Omaha

AREA VICE PRESIDENTS

ABERDEEN AREA
Robert Chasing Hawk
Cheyenne River Sioux

ALBUQUERQUE AREA
Guy Pinnecoose, Jr.
Southern Ute

ANADARKO AREA
Newton Lamar
Wichita

BILLINGS AREA
E. W. (Bill) Morigeau
Salish-Kootenai

JUNEAU AREA
Clifford A. Black
Eskimo

MINNEAPOLIS AREA
Gordon Thayer
Lac Courte Oreilles/Ojibway

MUSKOGEE AREA
Petry Wheeler
Cherokee

NORTHEASTERN AREA
Elmer John
Seneca

PHOENIX AREA
Anthony Drennan
Colorado River Indian Tribes

PORTLAND AREA
Russell Jim
Yakima

SACRAMENTO AREA
Juanita Dixon
Luiseno

SOUTHEASTERN AREA
Eddie Tullis
Porch Bend of Creeks

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JOB REANNOUNCEMENT

POSITION: Executive Director
National Congress of American Indians
(To be retained on a contractual basis)

QUALIFICATIONS:

1. Demonstrated ability to effectively secure on-going funding.
2. Demonstrated ability in establishing effective liaison with the Executive, Legislative, and Judicial Branches of the Federal Government.
3. Demonstrated ability to comprehend the wide range of activities that NCAI actively works, i.e., housing, education, health, human services, trust responsibility, economic development, inherent natural resources, and on-going Indian litigation.
4. Demonstrated ability to speak effectively in the public arena.
5. Demonstrated ability to effectively administer office and personnel operations.
6. Demonstrated ability to work with diverse tribal views and the views of the inter-tribal networks.
7. Demonstrated experience in working with Tribal and Federal Government programs at the Indian community level.

SEE ATTACHED DUTIES AND REPONSIBILITIES

SALARY: \$42,000 - \$48,000

APPLICATION: Interested applicants send resumes with return receipt requested to:

Ella Mae Horse
NCAI Recording Secretary
1140 Connecticut Avenue, N.W.
Suite 310
Washington, D.C. 20036
(202) 887-9155

DEADLINE: Applications are to be received by close of business April 15, 1983.

2025 I STREET, N.W., SUITE 320 • WASHINGTON, D.C. 20006 • (202) 466-5680

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Eddie Tullis
Poarch Band of Creeks

Duties and Responsibilities of Executive Director

Executive Director shall, subject to the control of Employer, take full charge of the Employer's operations, exercise full supervision over its entire operation, including delegation of authority, and employ such help as may be necessary and desirable. Executive Director shall serve Employer diligently, faithfully and according to his best abilities in all respects, and generally do and perform all services, acts or things advisable to fulfill the duties of individuals occupying similar positions in similar businesses. In addition to the foregoing duties, Executive Director shall perform such duties as may be entrusted to, or imposed upon, him by the bylaws of Employer or by resolution of the Executive Board of the National Congress of American Indians. Executive Director shall have no right or authority, without the written consent or cosignature of the Chairperson of the Board, to make, enter into or execute, for or on behalf of Employer, program acceptances contracts or binding promises of any kind, whether written or oral, wherein the total financial commitment to Employer exceeds the sum of Five Thousand Dollars (\$5,000.00). The Executive Director shall have full authority to employ staff as necessary and this authority shall not be subject to any other limitations imposed by these sections.