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Indigenous Peyote Conservation Initiative

Deputy Director Position Open

Applications accepted until April 7th or until position filled

Full-Time

IPCI's mission is empowering Indigenous communities to conserve, regenerate, and reconnect to our sacred Peyote medicine for spiritual use for generations to come.

We promote the health, wellbeing, and cultural revitalization of Native communities through reconnection to, sovereign use, and sustainability of the sacred Peyote and the lands on which it grows.

Our new Deputy Director (DD) plays a crucial role in this Mission. They are an experienced organizational leader with a demonstrated commitment to empowering Native American communities, with over five years experience in non-profit management and operations. They have the skills, energy, and background to be in a core leadership role for a multi-cultural, spiritually-led, complex, biocultural conservation organization.

The DD will work closely with the Initiative Executive Director and a small staff to ensure the successful implementation of multiple strategies, the smooth and regular communication with senior leadership, and the day-to-day management of a small team of regular staff. The Deputy Director should be well versed in the legal and reporting requirements of non-profit organizations in the USA, as well as budgeting and project management. The ideal candidate will have demonstrated results in elevating organizations to new levels of excellence, an excellent ability to track long-term strategic goals, work well with people in a multi-cultural environment, as well as manage details to ensure organizational activities are in line with the Mission and Vision of the organization.

Their primary responsibilities include:

Operations, Compliance and Administration

Coordinate and supervise daily operations of the organizations operations, both programmatic and for the 605-acre spiritual homesite in South Texas. Ensure that each of the formal program areas of IPCI comply with all legal requirements, and that the organization's internal policies, standards and procedures are accessible and followed. Responsible for all documents and updating of operational processes. Support all other staff in day-to-day processes and ensure systems are in place for well coordinated

project management, compliance, and strategic objectives..

Fundraising and Financial management

The DD is responsible, along with other staff and contractors, and the Board of Directors, for fundraising for IPCI programs and activities and ensuring adequate funding for activities in alignment with IPCI's mission and strategic goals. The DD, along with the finance committee, staff, and IPCI finance manager will work with the development of budgets and monitoring expenses. They also ensure systems are in place for impeccable record keeping and planning purposes.

Management team member

The deputy director will work with the executive director, cultural director, and other staff to create and maintain a positive, collaborative, highly responsive, productive and inclusive work culture that exemplifies the values and mission of IPCI. People skills and the desire to be immersed with the IPCI Mission, team, and community is important for this role. The DD will provide coaching and training to help staff members, volunteers, and contractors to reach their professional goals, serve as point person/supervisor for some initiative staff and contractors including ensuring HR compliance, staff policies, and IPCI culture is maintained in the day to day operations of the organization. There is a preference for residence in the South Texas area. This includes working closely with the Executive and Cultural Directors in the support of staff who are managing multiple strategies including cultural, political, legal, spiritual, and ecological approaches to conservation.

Communications and Writing

The deputy director will be responsible, with other staff and consultants, for preparing a wide-ranging type of documents required for the successful implementation of our conservation strategies. This includes letters, contracts, agreements, outreach materials, and funding proposals. The DD will support implementation of IPCI's values and communication agreements through modeling, coaching, direct engagement with IPCI team, and the broader local and national community.

We are seeking somebody who not only has a familiarity and experience with working intertribally, facilitating complex projects, but also has a basic understanding of ecology and conservation issues. We have a preference for an Indigenous person, with Peyote ceremonial upbringing.

Reporting: IPCI Initiative Executive Director

Location

The position can be housed in South Texas, or other locations in the United States as long as the Deputy Director is able to travel freely. Accepting this position requires the support of your family to spend much of the year in South Texas where our biocultural conservation work is centered.

Benefits and Compensation

- \$85,000 - \$115,000 annual starting salary depending on experience and location of residence

- Free housing - if located in S. Texas
- Relocation expenses if appropriate
- Healthcare, including vision and dental
- Two weeks paid vacation and two weeks paid winter break

Qualifications

- A Bachelor's Degree, and/or equivalent experience in a related field;
- Community model for youth and families
- Able to have good relationships with diverse groups of people
- Able to maintain flexible and positive attitude
- Open to growth and change
- Demonstrated leadership and staff management ability Training and experience with budget management, financial reporting and non-profit compliance.
- Demonstrated people-skills, cultural sensitivity, and awareness especially with intertribal and multicultural activities
- Excellent communication skills
- Experience with Google Suite, project management software, and computer systems for effective project management
- Preference for Native American particularly with Native American Church upbringing
- Ecological awareness, biology training, hands-on work with plants and the environment preferred

To apply: Please submit your resume and a cover letter describing your particular interests and how your qualifications make you uniquely able to support the mission of IPCI. We will also be reviewing 2 to 3 recommendations of applicants as well as conducting background checks. Send your application information and any questions to info@ipci.life