**Job Title:** Yak-tat Kwaan Inc. Chief Executive Officer  
**Reports To:** Yak-tat Kwaan Inc. Board of Directors  
**Salary Range:** DOE  
**FLSA Status:** Exempt  
**Approved By:** Board of Directors

**SUMMARY:**  
Yak-tat Kwaan Inc.’s (YKI) Chief Executive Officer (CEO) will provide values based leadership in the management, implementation, guidance and development of all areas of planning, community outreach, new project development and operations for YKI. The CEO will work in collaboration with the Board of Directors in setting the strategy and vision of the corporation that supports a culture of open communication, transparency, trust, and accountability.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Supervises and controls all of the business and affairs of the Corporation pursuant to the authority delegated by the Board of Directors and subject to the policies and procedures established by the Board of Directors.
- Collaborates with the Board to define and articulate the organization’s vision and to develop strategies for achieving that vision.
- Promotes a culture that reflects the organization’s values, encourages good performance, and recognizes the productivity of the staff.
- Develops future leadership within the organization.
- Creates annual operating plans that support the strategic direction set by the Board and correlates with annual operating budgets.
- Oversees staff in developing annual budgets that support operating plans and submits budgets for board approval.
- Ensures the maximum return on all of the organizations’ operating entities minimizing risk to principal while at the same time seeking out and securing prudent opportunities to leverage existing capital.
- Initiates comprehensive financial feasibility studies of proposed new businesses and development of detailed business plans as appropriate.
- Prudently manages the organization's resources within budget guidelines according to current laws and regulations.
- Provides prompt, thorough, and accurate information to keep the board appropriately informed of the organization’s financial position.
- Serves as the primary spokesperson and representative for the organization.
- Acts as a liaison between the organization and the community, building relationships with peer organizations, Tribal Council, and Local, State and Federal Governing Officials.
- Works in conjunction with the Chairman of the Board in preparing the agenda for all meetings of the Board of Directors, and shall present to the Board each item of corporate business to come before the Board.

**ADDITIONAL SKILLS AND ABILITIES**

- Must have demonstrated successful experience leading a for profit business.
- Must have understanding of creative ways of branding, marketing, and promoting a business enterprise or working with professionals to accomplish this goal.
- Must have exceptional communication skills, including listening, written and public speaking.
• Must have working experience in reporting to Board members to establish appropriate boundaries, strategic plans and organizational goals.
• Must be able to pass background check.
• Must be able to pass a pre-employment drug test.
• Demonstrated proficiency in the use of standard office procedures, equipment and standard software such as Microsoft office; WORD, OUTLOOK and EXCEL.
• Ability to interact constructively with local, regional, national, international and tribal personnel, agencies and organizations and communicate effectively with all levels, in varied situations or forums and with a diverse range peoples or groups.
• Must exhibit a respectful, courteous and professional approach and presence at all times.

EDUCATION / EXPERIENCE
A minimum of a BA/BS in Business, Finance or related field required. MBA in related field preferred. A minimum of 10 years’ experience as a CEO or in business leadership position. Experience must be with financial management, budgeting, tactical and strategic planning, and operations management, preferably in a natural resource development, hospitality, tourism, energy or 8(a) government contracting industry.

YAK-TAT KWAAN

Yak-Tat Kwaan, Inc. is a for-profit ANCSA corporation dedicated to providing meaningful and sustainable benefits to shareholders and our community by developing a portfolio of profitable, diverse business investments while being responsible stewards of our resources, in a manner consistent with our Native values.

APPLICATION PROCESS

Application Process
Electronically submit the following (PDF preferred):
1. Native American Preference Preferred: Please provide a copy of CIB or Tribal ID if applicable
2. A letter of interest that addresses the required qualifications and responsibilities
3. Resume
4. Contact information of three current professional references

Email application materials to:
Cynthia Petersen
Acting HR Director
Yak-tat Kwaan Inc.
Office: (907)784-3335
Fax: (907)784-3622
Email: cpetersen.ytk@gmail.com.

The position will remain open until filled.