



POSITION DESCRIPTION

Board Liaison

NIA TERO

Nia Tero is a global bridging organization that brings Indigenous Peoples and allies together to advance what we call Indigenous Peoples' guardianship¹. Our partnerships with Indigenous Peoples' are explicitly structured to honor self-determination, respect time-honed knowledge and ways of being and build trust while upholding the sacred value of reciprocity. To achieve this, we work in solidarity with Indigenous peoples to safeguard their ancestral thriving territories and ways of being, collaborating on essential global efforts towards a vibrant and habitable future Earth.

- Our vision is that Indigenous Peoples' guardianship is enabled everywhere possible on Earth as part of a just and vibrant future.
- Our mission is to directly support Indigenous Peoples' guardianship and elevate the role and influence of Indigenous Peoples as essential to ensuring planetary health and habitability.

Our team is international and based across South America, the Pacific Islands, Asia, and North America, with a large contingent at our Seattle headquarters. We speak many languages, including English, Spanish, Portuguese, French, and a wide range of Indigenous Peoples' languages.

Nia Tero is entering year two of our five-year strategy and is seeking candidates who thrive in a fast-paced environment, adapts quickly to change, and seeks to strengthen the impact of a mission-driven organization.

SUMMARY

Reporting to the Chief Executive Officer, the Board Liaison serves as a core member of the Executive Office support team. The primary function of the Board Liaison is to coordinate with Nia Tero's Board of Directors. This role requires an individual who is caring, mindful, extremely detail-oriented, organized, and thrives in a collaborative environment, managing logistics while contributing to strategic planning. The Board Liaison recognizes the importance of relationships and nurturing connections both with the Board and throughout the organization. Key responsibilities include coordinating Board meetings and fostering

¹ Indigenous Peoples' guardianship - *the ability of Indigenous Peoples to act upon an inherent right and acceptance of responsibility to govern and manage collective territory using their own laws and values. Nia Tero honors the diverse ways in which people understand this term; for us it is linked to cultures, languages, and practices that have developed in tandem with thriving land, water and place, and has a vital inter-generational dynamic.*

communication between Board members and the Executive Team, always with intention and care for our shared purpose.

In all areas of work the role will be rooted in our organizational values and strategy.

KEY RESPONSIBILITIES

Board Management

- Lead strategic board coordination for at least (3) board meetings and at least (6) committee meetings through partnering with the CEO to develop purposeful agendas aligned with organizational priorities while overseeing all aspects of meeting logistics to ensure seamless and thoughtful gatherings
- Facilitate Board committee activities, ensuring timely scheduling, effective communication, and thoughtful logistical support for committee meetings and initiatives.
- Serve as a bridge between the Board and Executive Team, fostering clear communication and promoting collaborative decision-making.
- Manage and maintain records of Board activities, including meeting minutes, action items, and resolutions, and track follow-up tasks to completion.
- Support Board members in understanding and fulfilling their roles, providing relevant information and resources as needed.
- Uphold confidentiality and integrity in handling sensitive Board and organizational information.
- Assist in strategic planning and organizational initiatives, ensuring alignment between Board priorities and overall mission.
- Manage Advisory Council meetings, ensuring effective scheduling, preparation of agendas and materials, and smooth logistical arrangements to support Council engagement aligned with organizational priorities.

Executive Team & Organizational Support

- Partner with the CEO and Executive Team to track and support driving organizational strategic initiatives, ensuring alignment with Nia Tero's mission and long-term goals.
- Monitor organizational progress toward strategic objectives, identify challenges and opportunities, and proactively recommend solutions to the Executive Team.
- Serve as a thought partner to the CEO and Executive Team by synthesizing complex information, preparing briefing materials, and offering insights to inform decision-making.
- Serve as back-up Executive Assistant to the CEO during periods of regular EA absence, managing the CEO's calendar, prioritizing communications, and ensuring administrative support to maintain the flow of executive office work.
- Working closely with the Senior Manager, Strategy and Planning, provide high-level administrative support to facilitate effective Executive Team and Board management aligned with our organizational strategy. Responsibilities include coordinating strategic initiatives, monitoring progress, and preparing documentation.

PEOPLE AND RESOURCE MANAGEMENT RESPONSIBILITIES

This position will not directly supervise anyone or have direct financial oversight. The position requires discretion and cultural sensitivity.

QUALIFICATIONS

Education and Experience Requirements*

- 7+ years supporting C-level executives, preferably in a global non-profit organization. Nonprofit board experience is highly preferred
- Lived experience working directly with Indigenous Peoples and communities and demonstrated understanding about issues and challenges facing Indigenous Peoples and communities.
- Demonstrated success working with nonprofit organizations, non-governmental or other mission driven entities, preferable within global, environmental, Indigenous rights sectors.

**A combination of education, training, and experience which has provided theoretical and practical knowledge will be evaluated for equivalency.*

Knowledge, Skills and Abilities

- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly, with excellent attention to detail.
- Strong interpersonal skills, with the ability to respond tactfully and diplomatically with a wide range of global leaders, executives, and community members.
- Exceptional written and verbal communication skills in English
- Demonstrated proactive approaches to independent problem-solving and the ability to execute workplans.
- Proficient demonstrated experience in supporting meetings with a blended audience of in-person and remote participants, ensuring equitable engagement
- Demonstrated understanding of Async/Sync hybrid communication to keep all board members aligned and work progressing
- Proven ability to handle confidential information with discretion, adapt to various competing demands, and demonstrate the highest level of service.
- Experience working in global settings, multiple time zones, and diverse internal and external partners from a wide range of cultures and backgrounds.
- Expert proficiency with Microsoft Office; ability to design and edit graphic presentations and materials.

Ideal:

- Proficiency in multiple languages
- Working knowledge of a CRM system

WORKING CONDITIONS AND TRAVEL

This full-time position is based in Seattle, WA with the flexibility to work some evenings and weekend hours as needed. Occasional day and night domestic travel and some international travel is a potential (up to 40%).

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Visually or otherwise identify, observe, and assess distance, color and depth; Required to regularly communicate with others and exchange accurate information.
- Able to operate a computer and other office productivity equipment; able to remain stationary at a computer for extended periods of time and move around his/her assigned workspace.

HOW TO APPLY:

If interested in this role, please email cover letter and resume to jobs@niatero.org and include “Board Liaison” in the subject line.

Nia Tero is an Indigenous Peoples serving global organization that strives to have an inclusive, equitable, and diverse work culture. We encourage people from historically excluded groups to apply.

The salary for this position is USD \$87,500-\$116,500 based on experience. Our compensation program is U.S. based and pay ranges are representative of compensation in the U.S. market. For positions outside of the U.S., pay rates are determined based on the applicable local regional market.

This is a full-time permanent position and qualifies for healthcare benefits (medical, dental and vision), 401K and paid time off (including vacation leave, sick leave, and personal days).

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| Assignment Category: | <input checked="" type="checkbox"/> Full-Time / <input type="checkbox"/> Part-Time |
| Classification: | <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt / <input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Salary |