

# EXECUTIVE DIRECTOR

Career Opportunity



*Pictured is Tulsa's Veterans Park  
with the downtown skyline in the background.*



## The Indian Nations Council of Governments (INCOG) is seeking its next Executive Director to lead the organization in fostering collaboration and advancing regional initiatives.

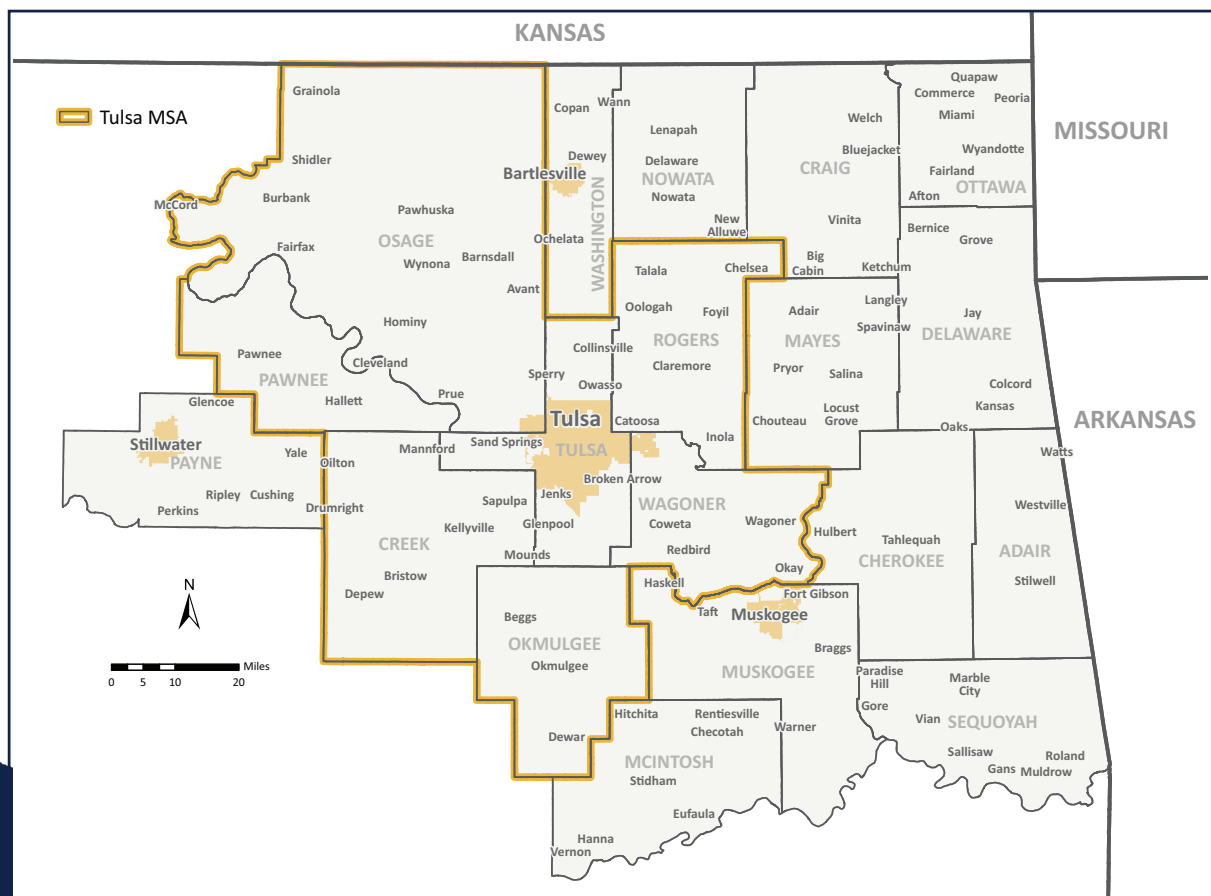
Established in 1967, INCOG is one of 11 Councils of Government in the State of Oklahoma and serves the local and tribal governments in the Tulsa metropolitan area, a region of one million people. The counties of Creek, Osage, Rogers, Tulsa, and Wagoner, more than 50 cities and towns within those five counties, and the Cherokee, Muscogee, and Osage Nations are members of the organization. INCOG serves as the Metropolitan Planning Organization (MPO) for transportation planning; the designated Economic Development District; the Area Agency on Aging; and the administrator of a host of local, state, and federal programs.

INCOG provides member organizations with planning and coordination services to assist in creating solutions to local and regional challenges. Areas of focus include comprehensive regional planning, transportation planning, community and economic development, environmental

sustainability and energy programs, public safety, and services for older adults.

A 56-member Board of Directors comprised principally of local policy officials from the member governments, sets the overall policy direction for INCOG. The Board of Directors Chair, Vice Chair, Secretary and Treasurer, and five other members serve on the Executive Committee. The Executive Committee has established a Search Committee comprised of five members of the Board of Directors. The INCOG Vice Chair serves as the Chair of the Search Committee. The next Executive Director will be appointed by the Board of Directors upon the recommendation of the Search Committee and the Executive Committee.

The Executive Director is the Chief Executive Officer of INCOG and oversees a dedicated team of 50 employees across various divisions. The Executive Director appoints all employees, prepares and administers the annual budget, and performs other duties as the Board may require. The ideal candidate for this position possesses strong leadership skills, a commitment to public service, a passion for enhancing the quality of life in the Tulsa region, and a strong knowledge of an array of federal and state grant programs.





# Services Provided by INCOG

## Planning Services

INCOG provides planning services for the unincorporated areas in Tulsa County by administering the zoning and land development process and assists INCOG member communities with planning activities. Planning Services staffs the Tulsa County Board of Adjustment (appeals for variances and special exceptions), provides technical support for the Tulsa Metropolitan Area Planning Commission for the Tulsa County Zoning Code and the Tulsa County Comprehensive Land Use Plan.

## Transportation Planning and Programs

INCOG is the Metropolitan Planning Organization (MPO) for the Tulsa area. As such, INCOG facilitates a cooperative effort with federal, state, and local governments and other transportation agencies to assess the area's transportation requirements and to develop comprehensive, multi-modal plans and programs that address the needs and goals of the region. Program efforts focus on implementation of plans. Plans include Long Range Transportation Plan; Regional Bicycle, Pedestrian, and Trails Master Plan; Local Roadway Safety Plans; and Coordinated Human Services Transportation Plan.

## Environmental Sustainability and Energy Planning

INCOG works with state and federal governmental agencies to implement clean water, air quality, and energy programs for the region. Some programs include Stormwater Alliance, Tulsa Area Clean Cities (alternative fuels/energy), and Hazard Mitigation Planning.

## Community and Economic Development

INCOG provides grant writing and administration services to local governments for a variety of housing, community and economic development programs. Programs include Community Development Block Grants (CDBG), Oklahoma Rural Economic Action Plan (REAP) program, Affordable Housing Programs, Economic Development Infrastructure Financing programs, Capital Improvement Planning Programs, and Arkansas River Corridor Development Plan.

## Aging Services

As the designated Area Agency on Aging (AAA), INCOG promotes quality of life for seniors in Creek, Osage, and Tulsa counties through advocacy, education, and support of community-based services. Programs include Senior Nutrition, Senior Center Supplemental Funding, Legal Assistance, Homemaker Services, Caregiver Support, Transportation, Disease Prevention, Senior Farmers Market, and Long-Term Care Ombudsman Program.

*Pictured Above: Once known as the "Oil Capital of the World," the Golden Driller stands as a testament to that name outside of the Tulsa County Fairgrounds; Tulsa and surrounding communities are vibrant and active in working together to raise the quality of life for all residents*

## Public Safety

INCOG administers programs that ensure the safety of residents within the region as well as the protection of physical assets through the Regional 9-1-1 Board and the Rural Fire Defense programs.

## Geographic Information System

### Resources and Maps

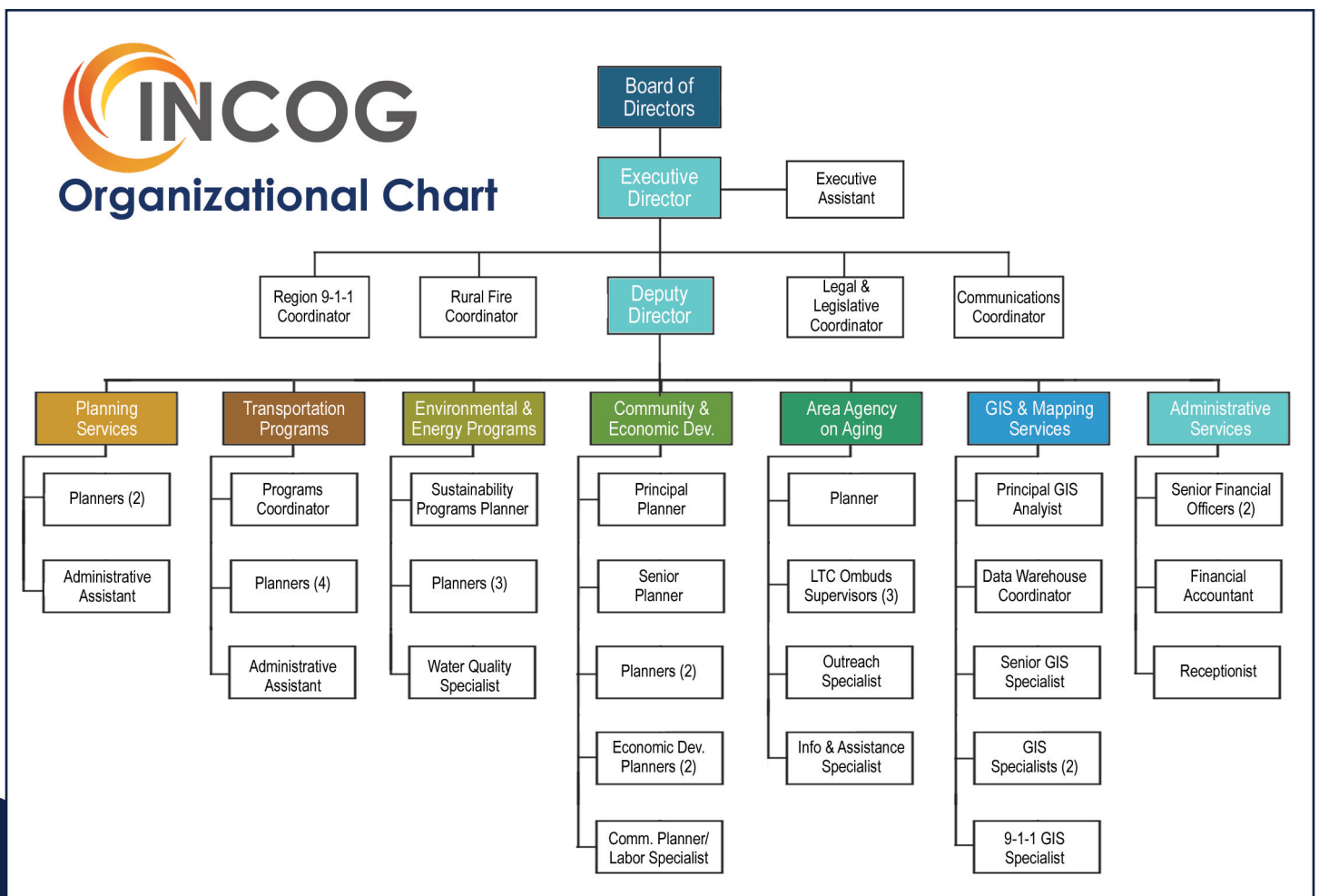
INCOG provides mapping and GIS capabilities for member government needs as well as INCOG programs. Extensive webmap products are also available to public and private organizations and the general public.

## Legislative Program

INCOG advocates for and monitors legislation which impacts member governments through the Coalition of Tulsa Area Governments (CTAG).



*Tulsa has more than 125 miles of multi-use trails developed to implement INCOG's Regional Trails Master Plan connecting Tulsa with its surrounding communities*





# About the Tulsa Metropolitan Region

Nestled in the heart of Green Country in northeast Oklahoma, the Tulsa region is a dynamic blend of rich history, cultural vibrancy, and economic innovation. Tulsa, the region's central city of over 400,000 people, is the center of the metropolitan region of over one million people.

Once the "Oil Capital of the World" which directly contributed to the heavily concentrated and lauded Art Deco-filled skyline, Tulsa is now being recognized as "The Capital of Route 66"® boasting 28 miles of the Mother Road which will celebrate its centennial in 2026.

The regional economy is as diverse as the landscape of the rolling Osage Hills and Arkansas River corridor, with key industries ranging from energy and aerospace to health care and technology. The region's strategic location, near the population center of the US, hosting the nation's most inland frost-free ports on the inland waterway system, low-cost of living, and business-friendly environment have attracted a wide array of companies, fostering a thriving entrepreneurial spirit and creating opportunities for growth and collaboration.

Complementing Tulsa's revitalized downtown, neighboring suburban communities and small towns in the region have created their own vibrant signature districts as exemplified by Broken Arrow's Rose District and the Mercantile District

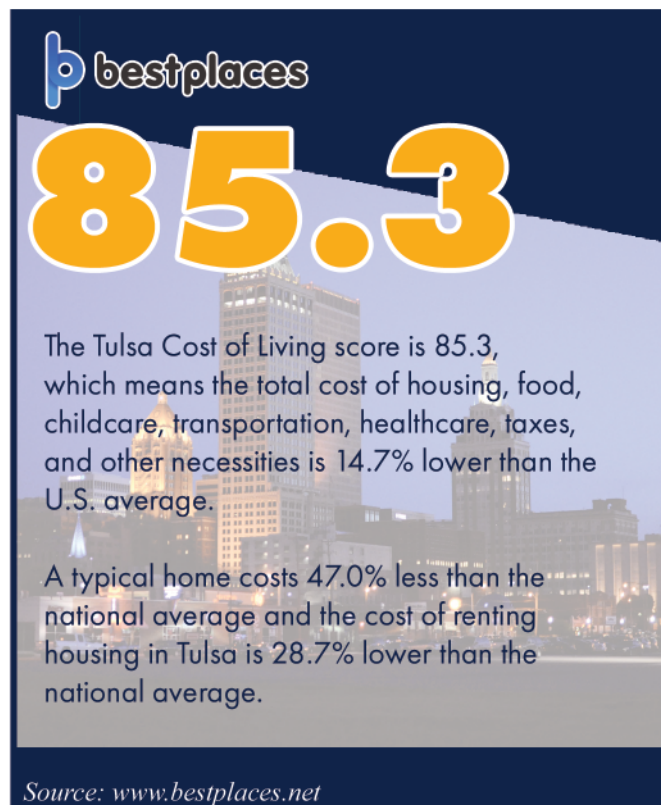
in Pawhuska, reflecting their own community's identity, history, and culture.

Tulsa's deep cultural roots are equally impressive. The city is home to the world-class Gilcrease Museum and the Philbrook Museum of Art, as well as the Historic Greenwood District, site of Black Wall Street and a powerful symbol of resilience and reconciliation. As a city located within the reservation boundaries of the Cherokee, Muscogee, and Osage Nations, Tulsa honors its Native heritage through a growing presence of indigenous voices in art, education, and civic life.

Renowned for its strong sense of community, the area boasts an impressive array of public parks, including the world-class Gathering Place (two-time USA Best City Park), the Tulsa River Parks, with its extensive multi-use trail system along the Arkansas River, and the Turkey Mountain Urban Wilderness that serves as a testament

to the city's commitment to enhancing quality of life. The city is also home to the Woody Guthrie Center and Bob Dylan Center, just a sample of Tulsa's offerings.

Whether you're exploring the vibrant arts district, enjoying live music at one of the many local venues, or engaging with the community's active civic organizations, you'll find that the Tulsa region is more than just a place – it's a thriving ecosystem where people come together to innovate, create, and build a better future.





# Position Responsibilities

## Leadership & Management:

- Provide visionary leadership and strategic direction for INCOG.
- Supervise division heads and ensure effective operations across all departments.
- Foster a positive organizational culture that promotes teamwork, innovation, and professional development.

## Strategic Planning:

- Foster intergovernmental coordination, collaboration, and cooperation in the region.
- Develop and implement strategic plans to address regional challenges and opportunities.
- Collaborate with stakeholders, including local governments, tribal nations, independent agencies, non-profits, and community organizations, to align initiatives with regional goals.

## Financial Oversight:

- Manage the organization's budget process and financial resources ensuring fiscal responsibility and transparency.
- Identify funding opportunities and oversee grant applications to support regional projects.

## Policy Advocacy:

- Advocate for regional priorities and represent INCOG in meetings with local, state, and federal government officials, community leaders, and stakeholders.
- Monitor and influence policy developments at the local, State, and federal levels.

## Community Engagement:

- Build and maintain strong relationships with policy officials, community members and stakeholders to enhance collaboration and participation in INCOG initiatives.
- Promote awareness of INCOG's programs and services within the community.



*Picture Above: The INCOG region is the official "Capital of Route 66" with many roadside attractions; The suburbs around Tulsa include vibrant commercial and entertainment centers, and residential areas. Pictured is the renovated Rose District in Broken Arrow; Oklahoma's fourth largest city.*



# Position Qualifications

- A Bachelor's degree in Public Administration, Planning, Political Science, Business Administration, or a closely related field is required. (Master's degree preferred)
- Must also have at least seven (7) years of experience in a leadership role within government, non-profit, or regional planning organizations. Experience must include budget management and oversight.
- Requirements include a strong understanding of regional planning, transportation, environmental policy, and community development.
- Must possess proven ability to manage diverse teams and foster an inclusive work environment.
- Critical skills include excellent communication, negotiation, and interpersonal skills.
- Ability to work collaboratively with a wide range of stakeholders.
- Demonstrated capacity to manage employees in a large public sector agency.



## Characteristics of the Ideal Candidate



- The Executive Director must maintain current and comprehensive knowledge of INCOG's programs and provide effective leadership that ensures that individual staff members as well as overall organizational performance goals are met.
- In addition to leading and managing INCOG, the Executive Director is the principal official responsible for maintaining and strengthening the organization's relationships with its varied partner and stakeholder organizations including business, civic and philanthropic partners, other regionally serving agencies and organizations in the Tulsa Region.
- Must clearly understand the internal and external requirements of the position. The new Executive Director must quickly establish and maintain a network comprised of a wide variety of external stakeholders including board members, community leaders, and state, county, municipal, and tribal government leaders. Must be an innovative and visionary individual, but someone who can make plans work, and someone who is sensitive to the fact that INCOG is driven by its membership.

*Picture (top to bottom): Philbrook Museum is just one of the more than 20 museums to explore; Tulsa's historic Cains Ballroom, birthplace of "Western Swing" can be seen from the INCOG offices; Tulsa is known around the world for the abundance of Art Deco architecture in downtown Tulsa and seen throughout the city.*

- Other attributes in the Executive Director sought by the Board include persistence, superior organizational skills, a motivator, someone with experience and knowledge of local government and a highly responsive individual.
- The Executive Director must possess a wide range of skills to be successful in the position, from creativity and analysis of regional development and inter-governmental policy concerns to the real world of day-to-day governmental services and regulations.
- Must possess proven skills in management and administrative techniques and practices.
- Must have the ability to interact successfully with elected officials from numerous jurisdictions who can often pursue strong and diverse views, interests, and expectations. This calls for an accomplished, self-confident, mature thinker who has an open, straightforward, diplomatic style and the ability to listen, communicate well, facilitate consensus, assist in policy development, and carry out, through subordinate staff, policy which is in the best interest of the INCOG region.

# Challenges and Opportunities

- Rapidly evolving issues related to changing federal government structures and funding.
- Continuing consistent, valued program service delivery on behalf of member governments.
- Ensuring that strong regional cooperation is maintained in support of continued regional growth and development.
- Development of a comprehensive Human Resources function to include succession planning.
- Continue the development and application of technology in support of financial and grant management related systems.



*Picture (top to bottom): Opened in 2018, Gathering Place welcomes hundreds of thousands of visitors annually; The world-class, 25-mile Tulsa River Parks trails system is heavily utilized on a daily basis; Through INCOG's Travel With Care program, bicyclist and pedestrian safety is of the highest importance,*



# Salary and Benefits

Beginning salary for the position is expected to be highly competitive and will be negotiable based on qualifications and experience. INCOG provides excellent employee benefits including generous paid time off, medical, dental, vision, a flexible spending account, life, short and long-term disability, and AD/D insurance, municipal employees retirement benefits, optional deferred compensation, a tuition waiver program and more.

## To Apply

The recruitment will remain open until the position is filled. A first review of resumes is scheduled for **Friday, May 30, 2025**.

Interested individuals are encouraged to submit a current resume and cover letter with salary expectations without delay to:



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Fax: (770) 416-0848

e-mail: [slavin@bellsouth.net](mailto:slavin@bellsouth.net)

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**Electronic submissions are required.**



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