# Tyonek logo-stackedTyonek Services group, inc.

### Job Description Form

| Division/Department | | **TSG** | | | |
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| Location | | **Madison** | | | |
| Job Title | | **Senior Director of Special Aviation Programs** | | | |
| Reports to | | **Steve Adlich** | | Title | **President, Tyonek Services Group** |
| Level/Grade  (if applicable) | |  | Type of position:  Full-time  Part-time  Contractor  Intern / Temporary | Hours: 40 / week  Salary  Exempt  Hourly  Nonexempt | |
| General Description | | | | | |
| The Senior Director of Special Aviation Programs is responsible for the identification, qualification, pursuit and capture of new Special Aviation Programs in support of the Department of Defense (DoD) and Other Governmental Agencies (OGA). The candidate will then be responsible for managing these newly won programs and will be responsible for ensuring the fulfillment of contractual obligations by managing cost, schedule and performance while maintaining company profit motives. The candidate will be responsible for managing all Tyonek Special Aviation Programs. Candidate will represent Tyonek during client engagements including meeting with senior stakeholders, industry days, conference, etc. | | | | | |
| Duties | | | | | |
| * Plans, directs, controls and monitors the Special Aviation Programs to ensure satisfactory completion of program objectives. * Manages all Special Aviation Programs * Identify, qualify, quantify and capture new Special Aviation Program opportunities. * Assist in building and qualifying a pipeline which meets out year revenue targets. * Represent Tyonek during client engagements including meeting with senior stakeholders, industry days, conference, etc. * Assists with strategic planning. * Provides a high degree of customer satisfaction by quality performance and best return for their investment * Maintains as a liaison with customer representatives * Participate in color team reviews. * Establish strategic partnerships with other companies to meet the needs of the customer. * Maintain the highest level of confidentiality, discretion, ethical conduct, and professionalism with regard to Company and client information. * Performs other duties as assigned. | | | | | |
| education/Experience requirements | | | | | |
| * Bachelor’s degree required. Master’s degree preferred. * Ten (10) years’ experience in DoD acquisitions or Program Management * Detailed knowledge of DoD acquisition system required * Previous supervisory experience required. * Strong organizational, process development and time-management skills. * We maintain a drug-free workplace and perform post offer, pre-employment substance abuse testing. | | | | | |
| Physical requirements | | | | | |
| To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.   * Must be able to walk or stand on level and/or inclined surfaces and sit for extended periods of time. * Must be able to routinely climb / descend stairs. * On occasion must be able to lift 25 pounds. * Must be able to routinely grasp or handle objects, use finger dexterity, bend elbows / knees, and reach above / below shoulders. * Works in a normal office environment with controlled temperature and lighting conditions | | | | | |
| EQUAL OPPORTUNITY EMPLOYER / VEVRAA /ADA | | | | | |
| * TNC and its subsidiaries fall under ANCSA and are entitled under Federal Law to extend hiring preferences to its shareholders. ANCSA provides TNC the authority to give shareholder preference in hiring. TNC reaffirms its belief in equal employment opportunity for all employees and applicants for employment. Tyonek is an Equal Opportunity Employer and a VEVRAA Federal Contractor who affords equal employment opportunity to protected veterans and people with disabilities: Tyonek Native Corporation provides all employees and job applicants’ equal employment opportunities in hiring and promotion without discrimination because of age, sex, sexual orientation, genetic information, gender identity, marital status, race, religion, color, veteran status, physical or mental disability, national origin, or any other reason prohibited by law. | | | | | |
| Reviewed by |  | | | Title |  |
| Approved by |  | | | Title |  |