

GAIL M. DABALUZ

ADDRESS: PO BOX 33271, JUNEAU, ALASKA 99803

MOBILE: 907.957.2096 EMAIL: GAILDABALUZ@OUTLOOK.COM

AREAS OF FOCUS: **LEADERSHIP & MANAGEMENT**

*Business Development | Government Contracting | Grant Management | Stakeholder Engagement
Tribal Relations | Program Development | Financial Oversight | Strategic Planning
Meeting Coordination | Staff Supervision | Corporate Training | Governance*

KEY PROFESSIONAL EXPERIENCE

CENTRAL COUNCIL TLINGIT & HAIDA INDIAN TRIBES OF ALASKA | JUNEAU, ALASKA

Deputy Chief Operating Officer

Jun 2024 - Current

- Working closely with the Chief Operating Officer, managing tribal assets, facilities; and operations ensuring an efficient and productive work environment through:
 - Technology
 - Policy and program support.
 - Serve as liaison to Department managers and compact tribes.

Key Highlights:

- ✓ Promoted internally from Self-Governance Manager to Deputy Chief Operating Officer.
- ✓ Supervise annual training schedule for consortium tribes.
- ✓ Mentor Self-Governance Manager.
- ✓ Build Self-Governance Program.
- ✓ Schedule in-person tribal compact Annual Funding Agreement negotiations.
- ✓ Oversee specific Self-Governance tribal training for compact tribes.

CENTRAL COUNCIL TLINGIT & HAIDA INDIAN TRIBES OF ALASKA | JUNEAU, ALASKA

Self-Governance Manager

Apr 2022 – May 2024

- Administer the Public Law 93.638 Indian Self-Determination and Educational Assistance Act, as amended federal contract for Tlingit & Haida.
- Negotiate Annual Funding Agreement and three-year contractual agreement.
- Provide annual budgets to participating consortium tribes.
- Oversee tribal reprogramming requests for consortium and non-consortium tribes.
- Main point-of-contact for the Bureau of Indian Affairs Office of Self-Governance.
- Coordinate communications to consortium and non-consortium tribes.
- Coordinate tribal community visits on behalf of the Office of the President and Tribal Operations Departments.

Key Highlights:

- ✓ Create annual training schedule for consortium tribes.
- ✓ Administer the tribal Community Navigators Program, supervising 20 full-time employees.
- ✓ Schedule and coordinate quarterly Community Navigators training.

SOUTHEAST ALASKA REGIONAL HEALTH CONSORTIUM | JUNEAU, ALASKA

Onboarding Liaison

Aug 2020 – Apr 2022

- Acts as the primary point of contact and facilitator for clinical staff and executive level management as they move through and complete the onboarding process at clinics throughout the Consortium.
- Coordinates the scheduling of in-person and distance meetings with hospital, clinic, and administrative leadership and support staff.
- Provide cultural competency through written and video training for new employees to familiarize them with Alaska Native culture and traditions.
- Works closely with the Learning and Development Manager to continually evaluate and improve new employee orientation training to increase engagement and learning and increase employee retention.
- Help recruit potential new talent.

Key Highlights:

- ✓ Promoted internally from Project Manager to Onboarding Liaison.

- ✓ Created onboarding itinerary and training schedules for primary care providers, specialists, and visiting personnel from Swedish Hospital at multiple site locations across Southeast Alaska.
- ✓ Developed internal system for tracking each new provider to ensure onboarding success through troubleshooting, training opportunities, and consistent follow-up.

YAKUTAT TLINGIT TRIBE | YAKUTAT, ALASKA

Executive Director

Mar 2016 – Mar 2017

- Oversaw all day-to-day operations and planning for long-term tribal activities.
- Managed all phases of the Tribe's grant application process including researching, writing, applying for and administrating multiple federal and state grants provide benefits to Tribal Citizens and direct program support.
- Managing the Tribe's \$5-6 million annual operating budget.
- Supervised the preparation for the annual audit report.
- Ensured successful administration and execution of all tribal programs that included: Administration, Cultural Heritage, Finance, Human Services, Natural Resources and Tribal Operations.
- Improved public and Tribal citizen engagement through the coordination of the annual membership meeting, informational programs, and public meetings.
- Sought out economic development opportunities for 600 tribal citizens.

Key Highlights:

- ✓ Successfully negotiated In-direct Cost Rate Agreement (NICRA) to be applied to all federal contract and grant agreements.
- ✓ Ensured all elements of the YTT Council approved Strategic Plan were met, including: YCHC Clinic, childcare, economic development, education, housing, internet.
- ✓ Conduct and coordinate two monthly meetings for the Tribal Council and Health Committees; special meetings occurred regularly.

CENTRAL COUNCIL TLINGIT & HAIDA INDIAN TRIBES OF ALASKA | JUNEAU, ALASKA

Director of Business & Economic Development/Language Manager

Aug 2013 – Jul 2015

- Applied for and administered federal grants promoting economic development for the Tribe.
- Initiated and sustained a local planning and implementation process, focused upon job creation, stabilizing, and diversifying economics and improving living conditions.
- Supervised two full-time department employees including providing growth opportunities, mentorship, and training as needed.
- Responded to and submit bi-weekly reports to the Chief Operating Officer and President. These reports were presented during Executive Council regularly scheduled meetings.
- Present the Tribe's - CSBG tribal plan at yearly meeting.
- Strategically engaged with local, state, and national organizations to meet grant program goals.
- Served as the tribe's liaison for the Department of Energy Alaska Regional representative.
- Authored and presented comments regarding proposed changes to federal appropriations to the Executive Committee which were then presented to federal agencies, staff, and tribal governments.
- Stood up Tlingit & Haida Language Department.
- Created Southeast Alaska Native Language Consortium.

Key Highlights:

- ✓ Managed the US Department of Commerce, Economic Development Administration federal grant, Community Services Block Grant (CSBG), and Bureau of Indian Affairs (BIA) Self Governance program funds. This totaled \$100,000,000 and contract support funds (CSF).
- ✓ Through a Memorandum of Agreement with Southeast Conference, administered the Comprehensive Economic Development Strategy for the Southeast region. Through this strategy, identifying regional needs and trends for the following sectors: energy, maritime, forest, regional economy, and community development planning.

- ✓ Working toward economic self-sufficiency, provided free tax assistance to 526 tribal citizens, which resulted in nearly \$650,000 in tax returns for the southeast region.

GOLDBELT WOLF | YAKUTAT, ALASKA

Senior Contract Manager

Jan 2011 – Jul 2015

- Manage 85 full-time personnel at multiple sites located through the United States.
- Assisted with the development and writing of federal contract proposals.
- Monitored contract funds and issued government invoices for payment.
- Provided financial management for GBW President and VP of Products.
- Create Non-Disclosure Agreements (NDA) and Teaming Agreements (TA) for Service Agreements.
- Authored sub-contractual agreement for teaming partners.
- Amended, transferred, updated and closed-out contracts, sub-contracts, purchase/task orders.
- Identified capture management opportunities for new GBW programs.
- On-board and supported corporate interns including assisting them with personnel, and other administrative tasks.

Key Highlights:

- ✓ Administered more than \$30 million in contract awards for the Joint Survivor Services, Survivor Outreach Services, and Professional Administrative Support Services contracts for the National Guard Bureau for military personnel.
- ✓ Engaged with and presented to Congressional Legislators regarding 8(a) benefits to tribal shareholders.
- ✓ Presented to East coast management history of Tlingit and Haida tribes, federal/state/local legislation and current tribal organizations and their influence upon domestic and international economies.

ADDITIONAL CAREER EXPERIENCE

SOUTHEAST ALASKA REGIONAL HEALTH CONSORTIUM | JUNEAU, ALASKA

Project Manager

CENTRAL COUNCIL TLINGIT & HAIDA INDIAN TRIBES OF ALASKA | JUNEAU, ALASKA

Deputy Chief Operating Officer

Language Department Manager

Self-Governance Manager

Business & Economic Development Director

CURRENT COMMUNITY INVOLVEMENT

JUNEAU TLINGIT & HAIDA COMMUNITY COUNCIL, *Council Member*

GOLDBELT, INCORPORATED, *Board of Director, Treasurer Audit & Finance Committee Member*

GOLDBELT HERITAGE FOUNDATION, *Board of Director*

EDUCATION & CERTIFICATIONS

PH.D. STUDENT, INDIGENOUS STUDIES, EXPECTED GRADUATION 2026

UNIVERSITY OF ALASKA FAIRBANKS

MASTER OF ARTS IN RURAL DEVELOPMENT, 2010

UNIVERSITY OF ALASKA FAIRBANKS

BACHELOR OF ARTS IN CULTURAL ANTHROPOLOGY, 1998

UNIVERSITY OF HAWAII AT HILO