

*****JOB ANNOUNCEMENT*****

Economic Development Director

POSITION: Economic Development Director
POSTING DATE: 08/17/2018
CLOSING DATE: 08/31/2018
SALARY: Negotiable
LOCATION: Lac Courte Oreilles CDC Building
SUPERVISION: LCO Tribal Governing Board
ADMINISTRATION: LCO Tribal Policies & Procedures

POSITION SUMMARY:

The Economic Development Director is responsible for the administration and management of assigned economic development projects at all stages. Under the direction of the Tribal Governing Board, this position will primarily be responsible for the management, strategic planning, development and growth of profitable businesses, both current and new opportunities. The Director analyzes business proposals and opportunities, performs preliminary feasibility assessments, provides due diligence, prepares project budgets and business plans, takes a leading role in contract negotiations, coordinates economic development activities and program plans, writes status reports, and assists in related income calculation and valuation of business investments.

QUALIFICATIONS:

- Requires a bachelor's degree in a directly relevant field of study such as economics, finance, accounting, public or business administration. Master's degree in Public, Business Administration or directly relevant and justified specialized master's degree program preferred.

- Requires 5 years of experience in the successful management of business investments, the evaluation of business operations, performance and finances, the development and implementation of relevant risk analysis and due diligence procedures, or similar work.
- Must maintain a valid Wisconsin driver's license.
- Preference will be given to Native American (25 USC Sec. 472A).
- Must be able to pass a pre-employment drug screen and random drug screen(s) thereafter.
- Must be able to pass a background investigation, and live scan/fingerprints (DOJ/FBI).
- Ability to read and understand business financial statements and pro forma statements.
- Ability to interpret financial information, including cash flow, profit trend, and return on investment.
- Ability to read, analyze, and interpret technical material and legal documents.
- Ability to collect investment data, establish facts, identify and define problems, and draw relevant conclusions.
- Ability to network, collaborate, and develop meaningful partnerships within the Tribal Government and its business enterprises.
- Demonstrates written and oral communication skills, including public relations and the ability to present information effectively required.
- Knowledge of relevant federal and state laws, statutes and regulations applicable to Indian Tribes.
- Knowledge of and sensitivity to Native American culture required.

DUTIES AND RESPONSIBILITIES:

- Plan, organize, manage and evaluate all economic development activities and programs of the Lac Courte Oreilles Band of Lake Superior Chippewa.
- Formulate recommendations, policies and plans for economic development options based on overall goals and objectives of the Tribe.
- Provide economic development and business investment policy and program recommendations.

- Determine sound business opportunities and develop proposals for Tribal Governing Board review.
- Performs financial feasibility and pro forma analysis of proposed investments.
- Conducts due diligence on investment opportunities and makes investment recommendations to the Tribal Governing Board with all required information and supporting documents for review.
- Prepare, update, track and implement economic development strategic plans.
- Establish project timelines and critical path objectives.
- Develop sound financial plans (including revenue and profit goals, cost reductions) and oversees operating budgets for the projects.
- Monitor related contracts and consulting agreements.
- Manage, monitor, measure, and report on program and project performance and recommend remedial or corrective action where necessary.
- Responsible for income calculation and valuation of assigned investments.
- Keep abreast of related interests and serve as a Tribal representative in the local, state, and Indian business community to further economic development opportunities for the Tribe.
- Researches, develops, and analyzes demographic and economic data, including economic forecasting, to identify opportunities.
- Works collaboratively as a team member alongside Tribal managers and employees and in a professional and courteous manner with the Tribal Governing Board, the Tribal Membership and the community.
- Works in a professional and courteous manner, as a representative of the Tribe, with all those with whom coming in contact to include federal and state agencies, business enterprises, vendors, and contractors.
- Embraces, supports, and promotes established Tribal values such as integrity, honesty, loyalty, accountability, and trust.
- Represent the Tribe on the Sawyer County Economic Board.
- Develop financial, personnel, travel and other policies that align with the operation of enterprise businesses.

- Ensure staff adherence to all policies and procedures, work, safety and administrative rule, Tribal Law and State and Federal Regulations.
- Support a safe work environment by performing all duties in accordance with Tribal safety policies and procedures, and Emergency Management Plan.
- Serve as a mentor, as requested, for Tribal career development.

KNOWLEDGE, SKILLS, & ABILITIES:

- Continually requires the ability to express or receive detailed information or important instructions through oral communication.
- While performing the duties of this job, the employee is frequently required to sit for long periods of time, reach with hands and arms balance, stoop, and kneel. The employee must occasionally lift and or move up to 25 pounds. Reasonable accommodations will be made for persons with disabilities covered under ADA.
- Requires repetitive movement of wrists, hands and/or fingers. Often requires walking or moving about to accomplish tasks.
- Requires standing and/or sitting for sustained periods of time, raising objects from a lower to a higher position and/or moving objects horizontally.
- Local travel is occasionally required, depending on employee's office location. Travel outside of the state could be required.

APPLICATION PROCEDURE:

Submit completed LCO Employment Application including Release and Authorization Form (available upon request or on the Tribe's website) along with a cover letter, resume and at least three (3) letters of reference. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL INFORMATION TO:

**Lac Courte Oreilles Tribal Government
ATTN: Human Resource Department
13394 W. Trepania Road
Hayward, WI 54843**

Tribal preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies & Procedures Manual.