

SITKA TRIBE OF ALASKA
JOB DESCRIPTION
JOB TITLE: Economic Development Director

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|--------------|--------------------------|-----------------|-----------------|
| Exempt: | Yes | Salary: | DOE |
| Departments: | Sitka Tribal Enterprises | Hours: | 8:00 – 4:30 pm |
| Reports To: | General Manager | Effective Date: | 10/04/18 |
| Prepared By: | General Manager | Approved By: | General Manager |

I. Summary

The Economic Development Direction (EDD) is responsible for overseeing the development and operations of business ventures, ensuring the delivery of excellent customer service to clients and customers, and coordinate with all subsidiary managers to ensure maximum returns to the Tribe. The Economic Development Director reports to the General Manager and creates/implements goals and department plans.

II. Essential Duties and Responsibilities include but are not limited to the following:

A. Existing Operations

- Assume oversight of Tannery, Tribal Tours, Gaming operations, and all new Tribal enterprises and take steps to ensure that each is profitable
- Work with the GM and the appropriate Board/Committee in the development of annual operations plans
- Oversee design, marketing, promotion, delivery, and quality of programs, products, and services for current and future enterprises
- Collaborate with enterprise managers to ensure maximum returns and plan expansion and/or improvement of current and future enterprises.
- Actively participate in thorough review of the STE businesses with managers to monitor financial statements and market analyses and react to risks and opportunities
- Ensure that the appropriate environmental, historical, cultural, and other pertinent impact reports are completed for planning projects and programs

B. Potential New Enterprises

- Research potential business opportunities to make recommendations to the General Manager
- Conduct or contract for a feasibility study for recommendations to the General Manager for future enterprises
- Compile and analyze data on economic, social, and physical factors affecting business development, and prepares or contracts for reports on data
- Seek, establish, and then maintain STE/STA certification in the SBA 8(a) and HUBZone Programs
- Re-cap, analyze, and forecast actual sales results to make recommendations to the General Manager and STE Board of Directors for future planning
- Assist with and/or give recommendations for new land acquisitions
- Coordinate with local authorities, civic leaders, all appropriate agencies, and planning development specialists to develop business opportunities and maximize business operations and return on investments
- Recommend governmental measures affecting land use, community facilities, housing, and transportation to control and guide community development and renewal

C. Supervisory Responsibilities

- Supervise, hire, recruit, train, develop, coach, and communicate with project and business managers to ensure the best customer experience
- Establish and maintain hiring practices including Indian preference practices for subsidiary managers

and current and/or future contractors as approved by STA and in cooperation with STA/TERO

- Serve as mediator for dispute resolution for serious customer and employee issues

D. **Other duties as assigned** – Participate in any other functions of STA as directed by the General Manager, including STA sponsored meetings, conferences, conventions, and cultural events.

III. Qualifications

Education:

- Bachelor's degree in Business Administration or related field
OR
- A combination of education and experience that demonstrates the ability of the applicant to do the job
- Master's degree in Business Administration or related field – Preferred

Experience:

- Three (3) years business development/management experience
- Knowledge of and positive experience with tannery, tourism, retail and gaming - Preferred

Certificates, Licenses, Registrations:

- Valid Alaska State Driver's License

Knowledge, Skills and Abilities:

- Effective interpersonal and communication skills with all levels of management and staff
- Strong analytical, problem solving, and project management skills
- Demonstrate strong computer skills; be especially proficient in Excel and Word
- Possess excellent written, verbal, and presentation skills
- Show excellent time management skills
- Show strong emphasis/experience in the business operations area and/or customer service industry
- Ability to analyze, adjust, and optimize material and finished product inventory levels to coincide with customer demand and sales forecasts
- Ability to adapt to shifting priorities, demands, and timelines through high level analytical and problem solving capabilities
- Ability to travel, including overnight, as required
- Ability to work a flexible schedule - including nights and weekends - to meet the needs of the business

IV. Drug Free Workplace: This position is required to comply with Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace Ordinance. This position therefore requires a pre-employment drug screening, and is subject to reasonable suspicion, random, post-accident, return to duty, and follow-up drug/and or alcohol testing.

V. Background Check: This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check and submit a separate application for suitability. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense.
- Who has ever been convicted or plead no contest to two misdemeanors or one felony crime involving theft or dishonesty.

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

Approved:



General Manager

10/22/18

Date

Received:



Administrative Services Director

10/22/18

Date