



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Director of Economic Policy

OPEN: September 9, 2020

EXEMPT: Yes

SALARY : (13)\$43.88-\$49.15 p/h DOE

SHIFT: Day/Flexible

LOCATION: Tribal Administration

DURATION: Regular Full Time

CLOSES: September 23, 2020

JOB CODE:

DIVISION: Policy

DEPARTMENT: Office of Economic Policy

SUPERVISOR: LIBC Treasurer

VACANCIES: 1

JOB SUMMARY: The Director of Economic Policy works to carry out the goals of the Economic Development Oversight Committee and is supervised by the LIBC Treasurer. The Director is responsible for the analysis, planning, implementation, and administration of government economic policies and actions necessary for increasing the standard of living of Lummi Tribal Members and improving the sustainable economic health and workforce of the Lummi Nation. The Director supervises all Office of Economic Policy operations, budgets, and staff. The role requires combining analytical, collaboration, and management skills to drive objectives.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. This is a hands-on and supervisor position; it is the responsibility of this position to both directly carry out numerous, simultaneous assignments/projects in a wide-range of fields and also maximize utilization of department staff and resources.
2. Provide administration of the Office of Economic Policy. This includes creating and administering the budget, improving department capacity, mentoring teammates, and developing practices and standards conducive to improving the sustainable health of the Lummi Nation economy and workforce.
3. Further the goals of the Economic Development Oversight Committee by carrying out the Annual Work Plan.
4. Manage the strategic sequence and implementation of all objectives. Implementation includes: coaching partners, developing projects, creating work plans and budgets, allocating resources, and monitoring benchmarks.
5. Facilitate public meetings as needed to solicit community input, communicate economic policies and work plan progress reports, and educate the public through media, reports, general council meetings and presentations.
6. Attend all meetings and events as required by the Economic Oversight Committee or the General Manager; including but not limited to: Lummi Indian Business Council, Lummi Commercial Company, impromptu meetings, etc.
7. Ensure the department fosters development of local businesses through maintaining a positive relationship with local business owners and providing technical support as appropriate.

8. Cultivate a business environment that encourages private businesses to locate or expand their operation within the territory of the Lummi Nation.
9. As directed, provide technical assistance to any endeavor under the management of the Lummi Indian Business Council and/or within the exterior boundaries of the Lummi Indian Reservation.
10. Seek and monitor possible grants that are related to workforce development and work with the LIBC Funding Department to determine whether Lummi Nation applies for the grant.
11. Oversee the management of the Lummi Te'Ti'Sen Center which houses small business incubator spaces for Lummi tribal member entrepreneurs.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Business Administration, Economics, Accounting, or Finance.
- Masters degree (or PhD) in Business Administration, Economics, Accounting, or Finance; may substitute 5 years of professional paid experience in business development, workforce development, or economic development.
- 5-7 years of experience supervising professional staff in a tribal organization (tribal government or tribal-owned business).
- 5-7 year of work experience in assessing feasibility of for-profit businesses or managing business operations.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Verbal and written communications, analytical, organizational and interpersonal (teamwork oriented) skills required
- Fluency in common software, including a demonstrated understanding of Excel.
- Experience in developing financial documents; financial statements, proformas or organizational budgets.
- Strong collaborative cross-team experience and the ability to work with people of diverse backgrounds.
- Experience working on simultaneous projects and making decisions in a fast-paced environment.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires extensive Criminal Background Check.
- Must be able to travel alone, make presentations to large groups, and clearly articulate the Lummi Nation's economic policies and actions.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.