



# 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:** Economic Planner II

**OPEN:** August 29, 2022

**EXEMPT:** Yes

**SALARY:** (11) \$33.18 - \$37.16/hr. DOE

**SHIFT:** Day

**LOCATION:** Tribal Administration

**DURATION:** Regular Full-Time

**CLOSES:** September 20, 2022

**JOB CODE:**

**DIVISION:** Policy

**DEPARTMENT:** Office of Economic Policy

**SUPERVISOR:** Director of Economic Policy

**VACANCIES:** 1

**JOB SUMMARY:** Under the direction of the Economic Policy Director, the Economic Planner II communicates the framework and defines the resources necessary to efficiently address emerging economic opportunities as well as ensuring the diverse efforts of staff and entrepreneurs are consistent with the overall economic development strategy of the Nation. This is a key position in building sustainable economic growth for the Lummi Nation both for the private and public sectors. This role is highly analytical and requires modeling complex operational and financial data in order to determine the feasibility of proposals. This role also requires a high level of flexibility through an array of job responsibilities.

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

1. This is not a supervisory role; it is a hands-on, front-line position. It is the responsibility of this person to directly carry out numerous, simultaneous assignments in a wide-range of fields and in most cases with limited staff and resources.
2. Engage and sustain strong relationships with individual champions to ensure fulfillment of resources across tasks and projects.
3. Drive operational improvements through the effective and efficient use of resources across competing tasks and projects through a system of cross-effort priority defining, resource scheduling, metric tracking, and benchmark monitoring.
4. Assist in the development of economic and community development studies for the region, including targeted industry cluster analysis, labor shed studies, and business outlook reports.
5. Synthesize raw or secondary research into narrative writing for grant applications, economic development marketing, planning documents, and government reports.
6. Develop a working understanding of topics pertinent to economic development, such as initiative, incentives, etc.
7. Assist in business attraction, retention, and expansion activities to further the Lummi Nation's Economy.
8. Be an effective team player who can create structure and definition around uncertain, complex, and ambiguous scenarios.
9. Responsible for managing the Economic Planner II annual budgets and workplan

10. Assist in issuing Business Licenses, Limited Liability Companies, and communicate to business owners upon issuance.
11. Provide entrepreneur support by assisting with registering their business with the Lummi Nation and providing steps to register with the State of Washington.
12. Update and maintain resources for Small Businesses that want to do business within the Lummi Nation Boundaries.
13. Implement and administer the Lummi Nation's Foreign Trade Zone (FTZ) #128 and provide an annual report to the FTZ website.
14. Identify or monitor current and potential customers, using business intelligence tools.
15. Attend all meetings and events as required to ensure accurate properly analysis of metrics. Meetings may include, but are not limited to the Business, Planning, and Economic Oversight Committee; Lummi Indian Business Council, Lummi Commercial Company, impromptu meetings, etc.
16. Other duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Business Administration, Economics, Accounting, or Finance from an accredited university.
- Minimum 3 years of experience in economic development, planning, community development, business research or related fields
- Minimum 2 years of managing budgets
- 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.
- Commitment to work nights, weekends, and/or holidays (if necessary) in order to complete assigned projects.
- Requires fluency in common software, demonstrated understanding of Excel.
- Requires in-depth understanding and application of macro-economics, micro-economics, and fiscal theory.
- Requires ability to learn new methods and concepts
- Experience or college class work in assessing and developing financial proformas.
- Experience with helping entrepreneurs with business planning, price setting and business structure.
- Ability to work on simultaneous projects and make 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 Criminal Background Check
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.

#### **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](mailto: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.