



# Lummi Development Holding Company

2665 Kwina Road, Bellingham, WA 98226

Mailing Address: P.O. Box 1172, Bellingham, WA 98227

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## POSITION ANNOUNCEMENT

**POSITION TITLE:** Lummi Development Holding Company - Board of Directors

**OPEN:** March 15, 2024

**SHIFT:** Varies

**LOCATION:** Varies

**TERM:** 3 Year (exp 4/18/2027)

**CLOSE:** March 29, 2024

**DIVISION:** Lummi Development Holding Co.

**SUPERVISOR:** Chairman of the Board

**SALARY:** Monthly Stipend

**POSITION SUMMARY:** The Lummi Development Holding Company was established in 2010 to provide a corporate framework for the development and profitable operation of tribally owned businesses. These businesses will engage in business opportunities within and outside the exterior boundaries of the Lummi Reservation, including entities qualified to participate in the Small Business Administration's section 8 (a) and other programs.

The LDHC Board currently directs the Lummi Nation Construction Company, LLC, Cha-Choo-Sen Services, LLC and Cha-Choo-Sen Laboratories, LLC

**PRIMARY RESPONSIBILITIES** include the following, other related duties as assigned.

- Attend all Board meetings and attend LIBC meetings as needed.
- Hire and Fire: LDHC President.
- Appoint Board members or management committee members to subsidiaries
- Contract Audit Firm and produce annual audits.
- Exercise powers delegated by LIBC under LDHC Charter & By-Laws.
- Approve annual business goals, financial goals, and marketing plans.
- Enter into agreements and contracts for the purpose of fulfilling business/corporate objectives.
- Provide corporate leadership to staff.
- Maintain business and employee confidentiality.
- Understanding of Minority business programs, including the Small Business Administration's 8(a) Program
- Knowledge of procurement and supply chains for federal, state and tribal governments.
- Participate actively in organizational structure and strategic planning.
- Serve as a resource of knowledge and counsel to the President, committees, and other board members.
- Review and respond to all action and informational requests from the President.
- Represent the organization at the request of the President.
- Volunteer for and willingly accept assignments and complete them thoroughly and on time.
- Stay informed about company matters, prepare for meetings, and review and comment on minutes and reports.



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## QUALIFICATIONS AND REQUIREMENTS:

1. Have experience in the following areas: To be eligible to serve as a director, an individual must be knowledgeable or have experience in business and one or more of the following areas:
  - a. Corporate management;
  - b. Finance;
  - c. Government contracting
  - d. Economic development
  - e. Planning; or
  - f. Other skills, experience, or expertise as the Board shall determine is valuable and appropriate.
2. Knowledge in working with Tribal Government.
3. Capable of exercising fiduciary duties, and avoid direct conflicts-of-interest.
4. Must be in good faith with LDHC Board of Directors
5. Must be in good financial and legal standing with all Lummi Nation entities and shall not be a convicted felon.
6. Must pass pre-employment and random drug tests to be eligible for and maintain position.
7. Proficient in Microsoft Office.
8. Must be able to effectively communicate corporate needs and status.
9. This position requires a Criminal Background Check
10. Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.

**APPLICATION PROCESS:** Interested individuals please submit a letter of interest that demonstrates you meet the qualifications, your resume, and any supporting documents (such as your Tribal Identification Card, degrees, certificates, etc.). These can be dropped off at LIBC Human Resources Department, 2665 Kwina Road, Bellingham, WA 98226 or emailed to [LIBCHR@lummi-nsn.gov](mailto:LIBCHR@lummi-nsn.gov) before 4:30pm on the date of announcement closing to be considered.