



JOB DESCRIPTION

**Bishop Tribal Council
Bishop, California**

Position: Economic Development Director
Department: Bishop Paiute Development Corporation
Pay Range: T-12 \$35.00/hr to \$50.20/hr (\$72,800 to \$104,416/annually) DOQ
Supervised By: Tribal Administrator and BPDC Board of Directors
FLSA: Exempt

Position Summary: Under the direction of the BPDC Board of Directors and Tribal Administrator for the Bishop Paiute Tribal Council the Economic Development Director will be responsible for providing strategic leadership to establish long-range goals, strategies, plans and policies for economic development within the Bishop Paiute Tribe, as set forth in the BPDC By-Laws and Articles of Corporation.

Duties and Responsibilities:

- Establishes credibility throughout the organization as an effective developer of solutions to business challenges. Be the liaison and coordinator with other Tribal entities.
- Prepares, presents, monitors and controls annual operating budget. Identify and secure additional financial resources to fund projects. Responsible for the timely submission of all required BPDC and Tribal Council reports, plans, budgets, and delegates duties to the appropriate staff or professional service provider, to complete such required work, (i.e. auditors, accountants, consultants, architects, engineers, etc.).
- Administration of grant funding. Create business plans and conduct feasibility surveys.
- Provides leadership and management to ensure that the mission and core values of BPDC and Bishop Tribal Council are put into practice.
- Responsible for driving BPDC to achieve profitability, cash flow and business goals and objectives. Including financial management and Administer the Bishop Paiute Revolving Loan Fund.
- Spearheads the development, communication and implementation of effective growth strategies and processes.
- Collaborates with the team to develop and implement plans for the operational infrastructure of systems, processes and personnel designed to accommodate the growth objectives of the company.
- Submit monthly reports to Tribal Council on activity and development.
- Motivates and leads a high-performance management team.
- Acts as lead "client-care officer" through direct contact with every client and partner. Manages all development of BPDC properties and services.
- Assists, as required, in raising additional capital at appropriate valuations to enable the company to meet sales, growth and market share objectives.
- Fosters a success-oriented, accountable environment within the company.

- Represents BPDC with clients, investors and business partners.
- Performs other duties as assigned.

Supervisory Responsibilities: Manages subordinate supervisor(s) who supervise employee(s); is responsible for the overall direction, coordination and evaluation of these units. Also directly supervises non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Background/experience in the planning, development and management of commercial real estate projects. Including working with contractors, architects and commercial leasing agents.
- An understanding of financing structures to underwrite construction costs including both debt and or equity capital alternatives.
- Analytical—the individual synthesizes complex or diverse information.
- Problem solving—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts productive meetings.
- Delegation—the individual delegates work assignments, gives authority to work independently, sets expectations and monitors delegated activities.
- Leadership—the individual inspires and motivates others to perform well and accepts feedback from others.
- Management skills—the individual includes staff in planning, decision-making, facilitating and process improvement; makes self available to staff; provides regular performance feedback; and develops subordinates' skills and encourages growth.
- Quality management—the individual looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- Judgment—the individual displays willingness to make decisions, exhibits sound and accurate judgment, and makes timely decisions.
- Planning/organizing—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Safety and security—the individual observes safety and security procedures and uses equipment and materials properly.

Qualifications:

- B.A in Business or Economics; MBA is preferred
- Minimum of five (5) years work experience in Business Management
- Experience in real property management, strategic planning and implementation, marketing and grant administration.
- The individual must possess a valid Driver's License and be insurable under the Tribe's Insurance.

- Pass a pre-employment drug screen and a criminal background investigation.
- The individual must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- The individual must be able to respect and adhere to the most rigid and strict rules of employer/tribal citizen/public citizen practice or confidentiality.

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.