



POSITION DESCRIPTION

Title: Economic Developer/Operations Manager

Reports To: Board of Directors, Karuk Community Development Corporation

Supervises: All Programs Managers and Directors of KCDC

Location: Karuk Community Development Corporation
Happy Camp, California

Salary: \$60,000 to \$75,000 DOE

Classification: Full Time Regular, Exempt

Summary: The Economic Developer/Operations Manager shall assess immediate and long-term needs of the Tribal membership, entity and programs; planning new and expanded programs of service; researching and writing grants & funding proposals; and securing the financial and other resources required for successful program implementation and continuation and is responsible for the day-to-day management of the Corporation. Management tasks shall include, but not be limited to, coordination of internal planning, finance, training and reporting processes; and shall further include, direct supervision of all Program Directors and Managers within KCDC.

Responsibilities:

1. Prepares for approval by the KCDC Board of Directors annual plans of operation consistent with the mission of the Corporation (including programmatic goals, objectives, activities, timelines, staffing requirements, and operating budgets); assists the Board in developing long-range community/economic development strategies consistent with the Charter, Bylaws, and mission of the KCDC.
2. Shall monitor Notices of Funding Availability (NOFAs), Requests for Proposals (RFPs), the Federal Register and other notifications of public and private sector resources available to meet high-priority needs of the tribal membership; respond to notifications and inquiries received from KCDC/Tribal administrators and department directors; and draft, implement and sustain KCDC with funding opportunities, within the mission of KCDC.
3. Works with CFO to ensure CFO meets audit requirements.
4. Assesses the programmatic condition of KCDC and makes monthly operating report to the KCDC Board; responds to (or directs responses to) requests from department/program personnel for timely, accurate reports on departmental and program activities, submit monthly report to Council and attend monthly Council meetings.

5. Researches and prepares business plans and financing proposals for Tribal enterprises.
6. Researches and prepares project plans and financing proposals for community facilities and public works projects that promote community/economic development for the Karuk People.
7. Assists and supervises KCDC staff in providing workforce development activities and small business development services to entrepreneurs and prospective business owners within the Ancestral Territory of the Karuk Tribe.
8. Recruits, hires, evaluates, and supervises KCDC administrative, enterprise, and program staff according to Board and Tribal personnel policies and organizational structure; trains or facilitates the training and professional development of staff.
9. As a member of the Karuk Tribe's Management Team, works cooperatively with Tribal Department/Program Directors to develop and implement sound plans, budgets and financial management systems.
10. Coordinates with other members of the Management Team to analyze trends in public and private funding availability, trends in revenues and expenditures, and advises the KCDC Board regarding potentially adverse and/or beneficial impacts.
11. Attends meetings of the KCDC Board of Directors and provides Economic Development advice as necessary and appropriate for sound management decision-making by the governing board.
12. Serves as the official representative of the KCDC to community members and organizations, creditors, funding agencies; advocates for public policies, as well as public and private sector support of community/economic development programs; promotes collaborative approaches to community/economic development programs; facilitates teaming, partnership formation and conflict resolution among various community constituencies.
13. Prepares monthly and quarterly Report of the Karuk Community Development Corporation.
14. Shall provide direct supervision to all Program Managers and Directors of KCDC.
15. Executes Board directives and policies.
16. Shall be polite and maintain a priority system in accepting other job duties as assigned.

Qualifications:

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.

Requirements:

1. MBA with minimum of three years experience and proven success in rural economic development, or BS in Business Administration with five years proven success in rural economic development.

Progressively responsible work experience and proven success in a similar occupation may be substituted for the educational requirement.

2. Demonstrated abilities to plan, finance, implement and manage community/economic development enterprises, workforce development programs, and projects.
3. Must have demonstrated knowledge of generally accepted accounting principles (GAAP) Preferred, federal compact, contract and grant management procedures and OMB Circulars and other regulations governing financial management practices of Tribal governments Preferred.
4. Must have demonstrated ability to define problems, collect data, establish facts and draw valid conclusions, ability to interpret an extensive variety of technical instructions in mathematical or diagram form and communicate findings and conclusions to governing boards and members of the management team.
5. Demonstrated abilities to supervise administrative, enterprise, and program staffs.
6. Possess abilities to set realistic goals; manage multiple administrative activities, programs, and projects; set priorities for a coordinated organizational work effort; manage time well; take initiative; delegate effectively; and work under moderately to highly stressful conditions.
7. Must demonstrate excellent writing and oral communication skills.
8. Must have strategic planning and implementation background in private and public sector.
9. Must be able to travel for extended periods and on short notice
10. Must possess valid driver's license, good driving record, and be insurable by the KCDC's insurance carrier.
11. Must adhere to confidentiality policy.
12. Must successfully pass a pre-employment drug screening test and criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

KCDC Board Approved: 01/15/2013

Tribal Council Approved: 01/17/2013

Chairman's Signature: _____

Employee's Signature: _____