



MI'KMAQ NATION JOB DESCRIPTION

JOB TITLE: Economic Development Director
CLASSIFICATION: Full-Time/2-Year Position
PAY RANGE: \$30.00-\$38.46 Hourly
IMMEDIATE SUPERVISOR: Tribal Administrator

SUMMARY OF POSITION: Plans, organizes and implements economic development functions from conception to completion, including business retention, business attraction and incentive programs, research and planning and organizational capacity and facility development; performs a variety of responsible administrative, professional and technical tasks. Implements economic development goals and objectives for the Tribe, interfaces and coordinates with the development community, and local businesses.

EDUCATION (AND PERTINENT EXPERIENCE): Bachelor's Degree in a related economic development or business field and five years substantial experience in planning, economic and/or community development, business or related field OR equivalent combination of experience and training which provides the required knowledge, skills and abilities. Experience managing projects and people in a nonprofit/for profit, public agency or private company. Direct experience developing close working relationships with governmental groups at the local, state and federal level, and constituents/stakeholders which might include elected officials, board of directors, employees and other business and community support organizations.

LICENSES OR CERTIFICATIONS: Valid Driver's License

SKILLS/KNOWLEDGE/ABILITIES (SKA) REQUIRED: **SKILLS/KNOWLEDGE/ABILITIES (SKA) REQUIRED:** Must be able to communicate effectively (orally and written), possess excellent presentation skills and ability to lead discussions and meetings. Basic knowledge of math skills and accounting required. Ability to formulate and evaluate financial proposals and analyze "deals". Must be able to analyze data, determine trends and apply the results. -Ability to anticipate reactions from the public, elected officials, business community, governmental agencies to manage various situations.

WORKING CONDITIONS: Work in predominantly an office environment. Mobility to visit/tour construction sites, facilities, businesses, etc. required. Frequent travel (both local and out of the area) required. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit and inspect meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification, although the job involves standing in work areas and walking between work areas may be required.

FUNCTIONS/TASKS:

Assume management responsibilities for all services and activities of economic development including attracting increased capital investments and expanding and diversifying employment opportunities; establishes and maintains a private/public partnership for positive long-term economic change and implementation of Mi'kmaq Nation's core strategies:

- Support Entrepreneurship Development
 - Workforce Development
 - Business Retention and Expansion
 - Business Recruitment and Marketing
1. Development of short and long term economic and community development plans, as well as the gathering of information and preparation of studies, reports and recommendations to achieve such goals.
 2. Analyzes existing economic situations relative to business attraction and expansion; review modern techniques for business attraction and retention and negotiates and resolves sensitive and controversial issues; monitors program performance and provides reports to the Mi'kmaq Nation Tribal Council
 3. Monitors and evaluates the effectiveness of various economic development programs and efforts.
 4. Manages the development and implementation of economic change.
 5. Represents the Tribe at appropriate civic, cultural, charitable, business and community activities as well as serves on boards, commissions, committees and organizations related to the areas that are critical to the Tribe's goals and interest.
 6. Prepares and presents an annual budget for approval by the Mi'kmaq Nation Tribal Council.
 7. Maintains a liaison with various local, state and federal agencies, coordinating projects with agencies as deemed necessary and appropriate.
 8. Provides information and makes presentations to supervisors, boards, commissions, civic groups, businesses, individuals, and the public on economic development issues, programs, services and plans.
 9. Provides project management direction and oversight.
 10. Other duties as assigned.

EVALUATION: Feedback will be practiced on an on-going basis and the notes will be attached to your personnel file. Formal evaluations will be conducted on an annual basis, and are based on how one meets, exceeds, or fails at all those standards specified within this position description.

NOTICE: This position in no way states or implies that the responsibilities and tasks are the only responsibilities and tasks to be performed by the employee occupying this position. S/he will be required to follow any other instructions and to perform any other job-related duties as required by his/her immediate supervisor.

Requirements stated herein are minimum levels of knowledge, skills and/or abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skill.

All employment decisions, including promotions, transfers and others, are based on meeting all requirements herein, and on Tribal need, the employee's being in good standing (including lack of disciplinary actions), meeting all applicable performance standards and other non-discriminatory criteria.

The closing date for this position is _____ JUNE 8, 2023 _____

Submit a completed application package, including a cover letter, resume, an application, and copies of certificates/licenses/degrees stated *in your application*. Go to www.micmac-nsn.gov to find the job description and job application, or call Cheryl Smart at 764-1972 to have an application mailed. This position is subject to FBI, DHHS, and State of Maine background checks.

Please send the completed Job Application to the following address or email:

**Cheryl Smart
Attn: Human Resource Assistant
Mi'kmaq Nation
7 Northern Road, Presque Isle, ME 04769
csmart@micmac-nsn.gov**

The Mi'kmaq Nation practices Native Preference to qualified Native Americans in accordance with 25 USC 472, 472 (a) and P.L. 93-638 and is an Equal Opportunity and service provider.