

SILETZ TRIBAL BUSINESS CORPORATION

JOB DESCRIPTION

POSITION TITLE: Development Manager
SALARY: \$60-70,000 annually
LOCATION: Lincoln City, OR
SUPERVISOR: STBC Economic Development Director
CLASSIFICATION: Full Time - Exempt

INTRODUCTION

This person oversees the development and submission of all grant proposals involving STBC and the proper management of grant program budgets and reporting. The Development Manager will provide support to accounting and management staff in the management and negotiation of contractual relationships including insurance, bonding, financing, and minority contracting. The Development Manager will also provide in-house financial feasibility analysis of projects, properties, and businesses under the direction and assignment of the Economic Development Director.

MINIMUM REQUIREMENTS

The incumbent must possess a Bachelor of Science degree in Business, Finance, or related academic discipline.

At least 5 years of prior experience in governmental and foundation grant solicitation.

At least 2 years of prior experience in economic or business development activities or projects.

Proficiency with typing, computers (Windows environment), fax machines, scanners, software (especially Word, PowerPoint, Excel, and Adobe), Internet, and e-mail.

Extensive experience interviewing, reporting, editing, researching, and writing.

Must have strong communication skills (oral and written), including the ability to make presentations to diverse groups of people.

Knowledge and experience in writing reports and in developing strategic plans.

Must possess a current, valid driver's license and insurance coverage and maintain eligibility for the STBC's Insurance coverage.

MAJOR DUTIES

Create reliable feasibility studies and pro forma's to assist in the evaluation of viable economic and business development ventures by STBC, Tribal members, and partner organizations.

Track, monitor and help manage all grants administered by STBC and maintain compliance with grant and agency guidelines and policies.

Research, write, coordinate, and review all grant writing efforts involving STBC. Develop relationships with new and existing public and private sector funding sources.

Develop, distribute, and coordinate calendars of upcoming funding opportunities and reporting due dates to STBC and Tribal managers.

Manage major contractual relationships STBC has or will develop for insurance, bonding, minority certifications, financing, and business-related matters.

Provide guidance and support to STBC Small Business program services including the expansion of those services toward greater numbers, profitability, and partnership opportunities for Tribal member small business owners and prospective owners.

Research, plan, and organize the establishment of tools for elevated industrial and commercial development on Tribal properties, including the State Certified Industrial Lands and Reservation Enterprise Zone programs.

Perform other duties as assigned by the Economic Development Director.

KNOWLEDGE REQUIRED BY THE POSITION

The incumbent must have a working knowledge of personal computers, word processing, and other computer programs. The incumbent must have a thorough knowledge of the principles of finance and business administration. The incumbent must have a working knowledge of basic strategic planning, grant writing and project management.

SUPERVISORY CONTROLS

The incumbent receives general instruction from the Economic Development Director of STBC in the form of overall program objectives, priorities and timelines. Incumbent

independently carries out functions to meet stated requirements. Incumbent is given wide latitude in the operation of the program. Supervisor reviews activities for compliance with STBC policies and regulations and is available for consultation as needed to resolve controversial issues.

GUIDELINES

Guidelines include STBC administrative manuals, federal, state, local and Tribal laws and regulations, and departmental program standards and work plan. Incumbent utilizes all of the above to determine the best approach to any project, which may require the development of new standards where none fit the situation. Incumbent exercises considerable personal judgment in implementation of laws on a case-by-case basis.

COMPLEXITY

The work involves interpretation and implementation of highly complex business and economic development strategies. The incumbent utilizes a considerable amount of independent judgment in discerning and evaluating the facts of each situation and in determining the appropriate action to be taken.

SCOPE AND EFFECT

The purpose of the work is four-fold:

1. Research and develop successful grant applications to governmental agencies, foundations and resource providers. Compile records and reporting documents for granting agencies to maintain compliance with guidelines.
2. Oversee the expansion of services to Tribal member small businesses, especially technical assistance, advocacy, analysis, and financing.
3. Conduct financial feasibility analyses for potential STBC businesses along with support to other staff, Tribal member small businesses, and partner organizations.
4. Provide core direction to the research and management of major contractual relationships such as insurance, financing, bonding, minority certifications, application of tax credits, and industrial lands certification.

PERSONAL CONTACTS

Contacts necessary in order to successfully perform the duties of the position include:

1. Contacts with coworkers and other Tribal staff
2. Tribal members
3. Personnel from a variety of governmental agencies
4. Private agencies
5. Private individuals
6. Contacts with consultants and other professional organizations

PURPOSE OF CONTACTS

Contacts are for the purpose of carrying out the objectives of the position, obtaining and exchanging information. Considerable tact and presence of mind are sometimes required in dealing with emotionally charged issues and people. Confidentiality of STBC and Tribal finances and information should always be considered.

PHYSICAL DEMANDS

Approximately 60% of the incumbent's time is spent sitting at a desk and/or computer in an office. The remaining 40% is spend out of the office doing fieldwork, conducting research, overseeing operations and making personal contact with agencies, companies and individuals. Incumbent must be physically capable and willing to perform the necessary fieldwork. Driving long distances (200 miles or more) may be necessary to reach field locations. Fieldwork may require evening and/or weekend work hours.

WORK ENVIRONMENT

Office work is performed in a well lighted, heated and air conditioned building. Fieldwork may take place in a variety of indoor and outdoor settings depending on the nature of the fieldwork.