



Employee Job Description		
Position Title: Executive Director of the St. Croix Economic Development Corporation		
Position ID #		
Facility: Southwinds Plaza		
Job Family: EDC	Comp Grade: Scale U (\$29.19 - \$42.53) DOQ	Status: FT

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

Organization

The St. Croix Tribal Economic Development Corporation (SCTEDC) is a Section 17 federally chartered corporation formed under the Indian Reorganization Act of June 18, 1934. The SCTEDC by-laws were amended and approved by the Bureau of Indian Affairs Midwest Regional Acting Director on January 17, 2017, by and through the authority delegated by the Secretary of the Interior, and ratified by and through St. Croix Tribal Council (“St. Croix Tribe”) and is wholly owned by the St. Croix Tribe.

The purposes for which the SCTEDC is organized are;

- To promote economic development and engage in any lawful business, enterprise, or venture, within or without the St. Croix Reservation, for the benefit of the Tribe and its members.
- To help establish and support Tribal entities to further the economic stability of the Tribe and its members and to create job opportunities for members of the Tribe.
- To work with Tribal Council and Tribal Departments to expand job opportunities related to the development and operation of economic enterprises on or near the St. Croix Reservation, which utilizes the members' talents and provides financial stability.

Position Summary

The SCTEDC is seeking a visionary and strategic leader with a proven ability to manage the growth and development of the organization. The successful candidate is capable of leadership, management, strategic planning, fundraising, staff & program development and brings a deep understanding of and extensive experience working

with American Indian governments and communities. The CEO must be able to cultivate relationships with partners to ensure that the SCTEDC sustains growth.

Key Responsibilities

Vision, Mission, and Organizational Leadership

- Lead the vision, mission, and day-to-day administration of the organization.
- Collaborate with Board and staff to develop and execute a strategic plan that builds on the success and evolves to meet the changing needs of the communities we serve using a lens of equity and inclusion. Provide advice on the practicalities of Board/Staff visions.
- Continue to strengthen, grow & appropriately scale SCTEDC investments.
- Implement the programs/services that carry out the organization's mission; do ongoing evaluation and planning to assess how activities match the task.
- Foster an organizational culture that encourages diversity, equity, inclusion, collaboration, and effective team dynamics between Board, CEO & staff.
- Model a shared leadership style and provide staff coaching, mentoring, and professional development. Delegate management responsibilities effectively.
- Engage the Board of Directors in regular communication to best leverage their time, expertise, and resources. Lead board development, training, recruitment, and advice on internal & external issues that affect the organization. Arrange for and conduct all Board and Staff meetings.
- Work collaboratively with Tribes, Tribal Enterprises, Tribal Organizations, and State & Federal Agencies.
- Develop and manage relationships with diverse stakeholders, including community members, businesses, and government officials at the local and national levels.
- Serve as the primary public face and spokesperson for the organization, representing SCTEDC in local and national platforms, including traditional and social media and industry events. Enhance SCTEDC's image by being an active, visible & positive influence internally and externally to the organization. Work with marketing on the development of critical external messages and uphold the brand in all public relations, advertising, fundraising, advertising, and communications.

Revenue Generating and Partnerships

- Oversee SCTEDC's development strategy to ensure financial sustainability and growth.
- Advocate for funding and policy initiatives at the local, regional, and national levels.
- Manage and grow existing relationships with individual, corporate, foundation, and government investors and grant-makers.
- Identify grant opportunities and assist with grant application packages. Provide oversight for grant writing analysis & reporting.

Financial Management and Operational Administration

- Oversee day-to-day administration (including property management responsibilities for SCTEDC properties) and be an effective organizational administrator with timely and accurate information, reports, and preparation. Review and update existing policies and procedures; develop new policies as operations dictate.
- Ensure SCTEDC's financial health and sound financial controls are in place. Set financial priorities accurately within an approved budget to ensure the organization is operating in a manner that supports the needs of the programs and staff within Board guidelines; ensure maximum resource utilization and maintain the organization in a favorable financial position.
- Prepare annual and multi-year budgets; manage annual audits; prepare quarterly, yearly, and other reports.
- Oversee all human resource functions – supervision, direction, providing professional development opportunities to staff; manage performance, hear grievances, administer disciplinary actions: supervise and direct all personnel actions. Ensure adherence to personnel policies and procedures.
- Continually evaluate and enhance the organization's programs, operations, systems, grants/milestones, and policies to maximize efficiency and effectiveness in delivering SCTEDC's services.
- Oversee all regulatory and funder compliance, ensuring robust procedures are in place and adhered to. Ensure compliance with grants.
- Any other duties assigned by Tribal Council or EDC Board

Note: The essential functions are intended to describe the general contents of and requirements of this position and are not intended to be an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

Type of Supervisory Responsibilities: EDC Board Members

Supervisory Responsibilities: Oversee EDC Meetings

Directly Reporting to: Tribal Council

Matrix of INDIRECT Reporting: St. Croix Tribal Council

Scope and Complexity:

Interacts with all levels of management and employees; often trusted with maintaining confidentiality and relaying highly sensitive information, and appropriate application of business operations and practices.

Physical Demands/Environment Factors: OE-Typical Office Environment:

- Requires extensive sitting with periodic standing and walking.
- May be required to lift up to 30 pounds.
- Requires significant use of personal computer, phone and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone.
- May require off-site travel.

Qualifications

- Bachelor's degree in business, finance, communications, marketing, or other related field and three (3) years of program and project management experience or an equivalent combination of education and experience. (10 years of professional experience may substitute as an equal to an advanced degree).
- Previous experience working with Tribes, Tribal Organizations, or in programs that serve Native American communities.
- Experience in a senior leadership role as an administrator/senior management at a mission-driven organization with previous supervisory experience & a strong understanding of managing a remote working team.
- Successful record of leading and inspiring teams, building an inclusive and equitable organizational culture and developing talent.
- Adept with finance and lending structures.
- Demonstrated record of building strong external relationships and creating collaborations to meet community needs.
- Proven ability to collaborate with diverse stakeholders. A skilled organizer can bring people together across multiple areas of expertise and diverse cultures or mindsets.
- Strong business and financial analysis skills.
- Understanding of relevant federal policy impacting the development of the SCTEDC.
- Exceptional interpersonal, oral, and written communication skills; strong problem-solving and public-speaking skills.
- High ethical, professional, and confidentiality standards
- Self-motivated with the ability to be productive while working independently. Proven ability to multi-task efficiently & effectively.
- Knowledge of computers, websites & database systems, and ability to quickly learn to use and adapt to new proprietary software.
- Valid driver's license and insurable.

Equal Opportunity Employer

Compensation & Hiring Requirements

SCTEDC provides competitive pay, a generous benefits package, and a supportive environment where you will be rewarded for contributing to our success. Salary is negotiable and based on experience.

Travel will be required in the U.S.; the applicant must have & maintain a valid driver's license and auto insurance coverage.

Benefit Package includes health, dental, and vision insurance; paid holidays & paid time off; 401k with a 3% employer match.

To Apply (position open until filled):

Please submit the following application package to information below:

- A cover letter explaining how your skills, experience, and interests fit this position.
- Resume with three (3) professional references.
- Salary requirements
- Other Employment Conditions

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

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EEPID	Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.