



## POSITION DESCRIPTION

<b>Job Title:</b>	<b>Business Development Specialist</b>
<b>Reports To:</b>	<b>Economic Development Director</b>
<b>Supervises:</b>	<b>None</b>
<b>Classification:</b>	<b>Hourly</b>
<b>Anticipated Hiring Salary*:</b>	<b>\$45,000 - \$50,000 (H8)</b>

*\*This is a one-year, grant-funded position with the potential for additional funding as available.*

### Position Summary

The Business Development Specialist (BDS) will be responsible for researching and providing day-to-day management of the Mechoopda Indian Tribe of Chico Rancheria's (Tribe) economic and community development projects. Under the direct supervision of the Economic Development Director (Director), the BDS will implement and oversee approved business ventures as well as ongoing capital projects (i.e., construction, equipment procurement research, capital investment planning, etc.). With guidance from the Director, the BDS will work with all levels inside and outside of the Tribe to explore potential business development projects for the Tribe. Working with the Director, the BDS will support the development of Trust Services such as Fee-to-Trust procedures and the oversight of the Tribal land acquisition, disposal, rights-of-way, permits, and leasing.

### Specific Responsibilities

- Oversee assigned projects of the Tribe's economic development initiatives to ensure work and timelines are developed and efficiently executed.
- Implement vision for Tribal land expansion and execute strategies for community development, acquisition, use, and overall Tribal development.
- Conduct research and develop feasibility studies, needs assessment, marketing, and business plans for potential economic ventures, as directed.
- Manage the day-to-day operations of the Tribe's capital projects including site planning and development, facilities planning and design, and identifying available funding sources.
- Serve as alternate contact with outside agencies and coordinate with consultants when delegated.
- Work with private, local, state, and federal parties and agencies to promote the legislative and regulatory policies that affirm Tribal Sovereignty and promote the interests of the Tribe as designated by the Director.
- Working with the Fiscal Department, monitor and reconcile the department's budget based on expenses and provide recommendations to the Director as needed.
- Prepare and submit designated updates and reports to the Director as required.
- Ensure compliance with codes of all state and local agencies and grant requirements.

- Assist with the development of short and long-term economic and business development plans, as well as gather information to create studies, reports, and recommendations to achieve the goals.
- Work closely with the Tribal Council, leadership, and community leaders to identify areas of concern and possible solutions.
- Monitor current events, legislation, and regulations specific to economic development in Indian Country, including funding opportunities.
- Perform other duties as assigned.

### **Minimum Qualifications**

These entry qualifications would normally be obtained through a bachelor's degree program (or its equivalent) in Public or Business Administration, Municipal or Urban Planning, or a related field, combined with at least three years of related work experience OR an advanced degree (or its equivalent) in a related field with at least one year of related work experience.

- Demonstrated understanding of business management, economic development, and/or project administration processes.
- Strong project management and organization skills with the ability to manage multiple projects concurrently.
- Demonstrated understanding of federal, state, and tribal laws pertaining to the operation of a tribal enterprise on Indian trust lands and ability to interpret policy directives, changes, and program compliance.
- Excellent human relations and management skills with extensive knowledge and commitment of economic development, strategic and innovative leadership skills, and experience working with councils and boards.
- Working knowledge of zoning, infrastructure, and planning programs and processes.
- Understanding of public policy, laws, regulations, and procedures related to economic development.
- Understanding of various financial techniques and procedures related to business enterprise development, as well as land financing.
- Expert research and analysis skills.
- Strong knowledge of the myriad of federal programs that provide funding for tribal economic development and the related funding requirements, including the CARES Act and ARPA.
- Strong communication and facilitation skills with all levels of an organization, including the ability to assess gaps and identify and implement solutions.
- Knowledge and ability to interpret federal and tribal laws and regulations, including the interpretation of policy directives, changes, and program compliance.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to work within the cultural and governmental framework of a Native American tribe.
- Proficiency with Microsoft Word, Excel, and PowerPoint and/or Google Docs, Sheets, and Slides.
- Must be eligible for coverage under the Tribe's vehicle insurance policy.

- Must possess a valid California driver's license within 30 days of starting, provide a current DMV printout, and be willing to travel locally, regionally, statewide and out-of-state, as necessary, during or after regular working hours.

### **Preferred Qualifications**

- Master's degree in Public or Business Administration, or a related field.
- Five years of experience in a public, government, or non-profit environment with increasing responsibilities.
- Two years' demonstrated experience in capital projects/construction planning or management.
- Experience working with project management software.
- Experience working with Native American communities.
- Experience working in a tribal government environment.

### **Additional information**

- This work involves long periods of sitting and may include walking, bending, crouching, stooping, stretching, reaching, or similar activities, and lifting of moderately heavy items, up to 20 lbs.
- Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25 U.S. Code § 472 and 473). Applicants claiming Indian preference must submit verification by Tribe of affiliation or other acceptable documentation of Indian heritage.
- All offers of employment are contingent upon:
  - the successful completion of background and reference checks.