



# Affiliated Tribes of Northwest Indians Economic Development Corporation

## Position Description

<b>Position Title:</b>	Economic Development Program Manager
<b>Location:</b>	ATNI-EDC Office in Portland, Oregon
<b>Salary:</b>	Preferred range \$55K - \$62K per year, negotiable depending on qualifications
<b>Closing Date:</b>	July 2, 2021, or until filled
<b>Anticipated Start Date:</b>	July 16, 2021

## Organization Overview

The **Affiliated Tribes of Northwest Indians Economic Development Corporation** (ATNI-EDC) is a nonprofit organization that provides financial and technical assistance to ATNI Member Tribes in the priority areas of community and economic development to each of the fifty-seven ATNI Member Tribes in the Pacific Northwest that includes all of the Tribes in Oregon, Washington, and Idaho, as well as Tribes in Northern California, Nevada, Montana, and Alaska. As one of its tools, ATNI-EDC operates a Revolving Loan Fund that aims to increase access to capital for Native American communities and entrepreneurs. ATNI-EDC first began lending in 2000. In 2002, the board formed a subsidiary Community Development Financial Institution (CDFI) called Affiliated Tribes of Northwest Indians Financial Services (ATNI-FS). The loan program is small and positioned to grow.

## Position Overview

The Affiliated Tribes of Northwest Indians Economic Development Corporation (ATNI-EDC) is seeking an Economic Development Program Manager to oversee economic development and planning activities for the organization. The position offers an excellent opportunity to work hands-on with Tribes and stakeholders to facilitate Tribal economic and development growth.

The successful candidate will be a **mission-driven and community-oriented self-starter with strong communication and creative problem-solving skills.**

Under the supervision of the Executive Director, the Economic Development Program Manager will be responsible for providing resources and technical assistance to Pacific Northwest Tribes, develop and deliver economic development programs, and securing funding for economic development programs and activities. The Economic Development Program Manager will manage to and update the ATNI-EDC Comprehensive Economic Development Strategy (CEDS) to be responsive to the needs of ATNI Member Tribes. ATNI-EDC is a lean organization, and *the Economic Development Program Manager may be asked to use their skill set to perform tasks outside of this position description.* Training and development opportunities available depending on current experience.

## Duties

Manage to and update the ATNI-EDC Comprehensive Economic Development Strategy (CEDS) to respond to the needs and priorities of ATNI Member Tribes.

Proactively engage directly with ATNI Member Tribal leadership and community and economic development staff through regular cluster and individual meetings.

Present reports to and facilitate meetings with elected Tribal officials, staff, public, and the ATNI-EDC Board as needed.

Proactively share resources and other information with ATNI Member Tribes and other stakeholders through e-mail lists, newsletters, and website/ social media content. Ensure website content is clear and current.

Establish and maintain links between diverse project partners to identify barriers and solutions for community and economic development projects.

Develop and maintain positive relationships with ATNI member Tribes, particularly elected Tribal leadership, economic development directors and planners. Develop and maintain positive relationships with other stakeholders including, funding sources (including federal agencies and foundations), and technical assistance providers.

Develop and implement programs or projects addressing critical community and economic development needs in Tribal communities as authorized by the ATNI-EDC CEDS and organizational strategic plan.

Research and analyze demographic, statistical, socioeconomic data, service reports, and need indicators on Tribal community and economic development issues.

Provide directly or assist Tribal communities obtain technical assistance and financial resources to advance projects supporting economic and community development.

Assist with planning and coordination of ATNI and ATNI-EDC events.

Identify, prepare, administer and comply with federal, Tribal, private sector, and foundation grants and contracts.

Stay apprised of local, State, and Federal legislation that may impact Tribal Economic Development. Inform ATNI Member Tribes of such pending legislation.

Become familiar with and actively support the vision, mission, values, goals and implementation plans of the organization.

Market and promote ATNI-EDC to retain and attract new business, projects, and funding opportunities.

Maintain close communication with the Executive Director

Assist the ATNI-EDC Loan officer with servicing of loans and advancing loan program

Carry out other duties as assigned.

## Qualifications

### Education & Experience

- A bachelor's degree in finance, economic development, planning, business administration, or related field
- Master's degree desired
- 3 years experience in Tribal economic development or planning
- Education may be substituted for experience

### Skills & Knowledge

- Demonstrated ability to work with communities of diverse cultures and backgrounds
- Commitment to community development

- General knowledge of Pacific Northwest based Tribes and a working understanding of governments, cultures, customs, and histories
- General knowledge of economic development organizations and relevant non-profits in the Pacific Northwest is desired
- General understanding of Tribal land status (fee, trust land) desired
- Excellent verbal and written communication skills
- General understanding of principles of planning, and community and economic development.

#### Abilities

- Ability to occasionally travel regionally and nationally
- Ability to convey complex issues clearly, completely, and concisely both verbally and written to a broad and diverse audience
- Ability to work independently
- Proficient in handling a multitude of varied projects without much guidance
- Ability to establish and maintain effective professional working relationships
- Ability to prepare timely, clear, and concise reports
- Ability to work both independently and in a team environment;
- Consistently reliable;
- Proficient in project budgeting and fund management
- Positive attitude, able to provide superb customer service.

#### To Apply:

Please send completed application, cover letter (1-page maximum), resume or CV, and a list of three professional references. Your cover letter should clearly explain how your skills, experience, and interests fit this position. The references should be from a peer, someone you have managed, and someone that has managed you.

**By email:** Send to [info@atniedc.com](mailto:info@atniedc.com) with the subject line of "***Application for Economic Development Program Manager***" by end-of-close business on the day of the application deadline listed above. It is preferable if you send your documents as a single pdf.

**By mail:** Send to: Amber Schulz-Oliver, ATNI-EDC, PO Box 66592, Portland Oregon 97290. Envelope must be postmarked *TWO DAYS PRIOR* to the application deadline listed above. If you are sending your application by mail, please inform us by email ([info@atniedc.com](mailto:info@atniedc.com)) or by phone (503.206.8754).

*All qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin. ATNI-EDC reserves the right to observe Tribal preference as a standard hiring practice, as part of our mission is to promote and provide employment opportunities for Indian People from the Member Tribes of ATNI.*