

Burns Paiute Tribe

Business Development Specialist

Job Title:	Business Development Specialist
Department:	Economic Development Department
Reports To:	Community & Economic Development Director
FLSA Status:	Fulltime – up to 40 hours per week/Potential Contract Position
Opens:	March 18, 2022
Closes:	Open till filled (First Review April 11 th , 2022)
Salary:	D.O.E. – position is grant funded

POSITION SUMMARY

The Burns Paiute Tribe has a community and economic development strategic plan identifying a number of strategic priorities to improve the economic vibrancy and overall quality of life. The 'Business Development Specialist' will focus on the for-profit operations of the Tribe as well as working with micro-business startups owned by Tribal members. The successful candidate will work closely with Department Director, Economic Development Committee and Tribal Council to develop strategic initiatives to achieve financial objectives goals to build a sustainable and self-sufficient organization. The success of the Tribes economy requires aggressive initiative, creativity and ability to develop profit-making Tribal businesses.

DUTIES and RESPONSIBILITIES

1. Develop and implement a realistic strategy to achieve business and economic development goals over a 10-20 year horizon.
2. Assist in management of current for-profit projects successfully by establishing a formal business model to ensure profitability.
3. Develop professional proposals to secure funding from the public and private sector through solicited and unsolicited proposals.
4. Identify grant/funding opportunities for economic development; prepare and submit application packages to secure funding.
5. Develop internal business infrastructure that adheres to Tribes long-term growth that will require extensive professional research, analysis, and networking.
6. Develop and maintain statistical and geographical data regarding the Burns Paiute members, lands, resources in areas such as unemployment, education level, health conditions, etc.
7. Continually research innovative for-profit methods that could be used to help meet the Tribal community and economic development goals. Prepare recommendations for the use of such methods to Department Director/Tribal Council/Economic Development Committee.
8. Professional experience implementing and managing Tribal Employment Rights Office (TERO).
9. Develop, coordinate and supervise micro-entrepreneurship education program to meet the needs of youth and adults. Create an environment in which clients feel comfortable in disclosing business ideas, strengths, weaknesses and provide guidance to clients.
10. Perform other duties as may be assigned by the Department Director.

REQUIRED QUALIFICATIONS AND EDUCATION

Bachelor's Degree in Economic Development, Urban/Regional Planning, Marketing, Business Administration is required. A Master's level degree is preferred.

OTHER DESIRED QUALIFICATIONS

- Demonstrated skill in grant writing/management and contract development/management.
- Knowledge and experience with Federal and State economic development grant and assistance programs.
- Experience in capital project planning, funding, and development.
- Must have the ability to build internal systems and procedures to facilitate accuracy and success.
- Must understand basic business and know how to maximize inventory, profit/gross margins, and other business profitability.
- Must have the ability to solve practical problems and deal with variable situations.
- Ability to work cooperatively with a wide range of people of differing backgrounds, skills, and knowledge levels, and a willingness to train, educate, and build up those around you.

INDIAN PREFERENCE

Indian preference will be given to candidates showing proof of enrollment in a federally recognized tribe. In the absence of Indian applications meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, political preference, age, religion, or national origin.

Successful Candidate must:

- Submit to, and pass a drug test
- Agree to a criminal background check
- Sign confidentiality clause

Return completed Burns Paiute Indian Tribe Application, Cover Letter, and resume, to:

Human Resources Manager – Jordan Bennett
Burns Paiute Tribe
100 Pasigo Street
Burns, OR 97720

Phone: 541-573-8013

Email: jordan.bennett@burnspaiute-nsn.gov