



Phone (360) 466-3163
Fax (360) 466-5309

Swinomish Tribal Community

A Federally Recognized Indian Tribe Organized Pursuant to 25 U.S.C. § 476

P.O. Box 817 • 11404 Moorage Way
LaConner, Washington 98257

JOB ANNOUNCEMENT ECONOMIC DEVELOPMENT MANAGER

POSITION SUMMARY:

Plans, organizes and manages activities to support and enhance economic development within Swinomish Indian Country. The Manager is responsible for recommendation of policies and the development, management, and implementation of programs and activities that accomplish the Swinomish Tribe's economic development goals and objectives to promote the economic health and vitality of the Tribe. The Manager provides critical support and accountability to the Swinomish Development Authority on economic development matters; the Manager reports to the Director of the Office of Planning & Community Development and coordinates with other Tribal departments in performance of economic development functions.

REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or logical assignment to the position.

- Develops, recommends, and implements short and long term economic development strategies, including public/private partnerships for development and business assistance programs for existing and prospective businesses; makes recommendations on programs, activities, policies and procedures to further economic development goals.
- Develops and implements a business marketing, recruitment, and retention strategy according to established economic development goals, objectives, and priorities, researches, analyzes and reports on economic and market trends.
- Serves as a broker and designated point of contact in assisting, negotiating, and locating businesses within Swinomish Indian Country; as guided by internal plans

and guidelines, analyzes, evaluates, and develops recommendations on prospective business opportunities, offers, and proposed development projects, using tools such as quantitative Return on Investment.

- Provides support for the development, planning, and contracting of approved economic development projects, including management of consulting services for design and implementation phases and coordination on development of necessary infrastructure to support proposed projects.
- Negotiates and manages commercial and retail tenant and ground leases with prospective business and economic development projects.
- Provides support to the Swinomish Development Authority on economic development matters and activities, and serves as Tribal liaison to the business community, outside economic development agencies and government agencies in furthering the Tribe's economic development goals and policies.
- Develops, implements and participates in special business and community events to promote business development and vitality.
- Prepares and administers the Economic Development Office budget; ensures financial accountability, appropriate record keeping, and internal controls.
- Coordinates with the Office of Planning & Community Development to facilitate permitting of economic development projects and activities, and with the Swinomish Utility Authority and other Tribal departments on infrastructure and other necessary support to economic development activities.
- Supervises support staff of the Economic Development Office for assigned or delegated program activities; prepares program reports and documents as required or needed.
- Arrange for and/or attend Tribal and public meetings, training opportunities, and conferences as required or pertinent to economic development program activities.

KNOWLEDGE, ABILITIES, AND SKILLS:

- Thorough knowledge of principles and practices of economic development planning and management, ability to analyze policies and develop programs related to economic development.
- Working knowledge of management, organization, and legal practices pertaining to real property surveys, land transaction methods, title records and instruments.
- Knowledge of economic analysis techniques and methodologies related to market, feasibility and economic impact studies, including tools such as quantitative Return on Investment analysis, evaluation of pro formas, and other such methods.
- Familiarity with local, regional, and federal agencies, funding, and program functions desired.
- Knowledge of grant administration principles and practices; experience in preparation and administration of grant projects strongly desired.
- Experience in overseeing procurement and management of contract services.
- Knowledge and teamwork skills to interact with technical professionals such as engineers, architects, planners and agency officials.

- Ability to effectively manage program staff, and to organize, assign, coordinate, and supervise staff functions and operations.
- Excellent oral and written communication skills.
- Knowledge of modern office practices, procedures, systems and equipment; ability to operate computer equipment and programs to produce publishable reports and documents.
- Ability to represent the Tribe in a positive and professional manner to other government agencies.
- Ability to maintain a positive attitude and work ethic.
- Ability to prepare and deliver presentations for staff, committees or Tribal leadership, and to provide support and accountability to oversight committees.
- Experience in establishing effective working relationships with diverse groups and individuals.

Other Duties

Because of the Tribe's commitment to community service and the well being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

WORKING CONDITIONS

The working conditions described here are representative of those that must be met by an employee to successfully perform the essential duties of this position.

Work is performed mostly in office settings with occasional outside visits as required.

MINIMUM REQUIREMENTS

- Proven track record and progressively responsible broad-based experience in any combination of public or private business or economic development, real estate marketing and development, or related field, including a minimum of five years experience in planning, development, and /or management of complex projects.
- Bachelors degree in economics, business administration, marketing, or related field; Master degree preferred.
- Working knowledge of tribal sovereignty and jurisdictional issues strongly desired; experience working with or for tribal government a plus.

Special Requirements

A valid Washington State driver's license is required at the time of appointment or at a time set by the Tribe.

EMPLOMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. Employees in this classification are considered non-exempt.

APPLICATION INSTRUCTIONS

- Request an **Application Packet** by calling **(360) 466- 1216, or 466-7353** or e-mail to wbill@swinomish.nsn.us
- Include a **cover letter** identifying why you feel you are qualified for this position.
- **Include the completed Swinomish Indian Tribal Community application form; (Do Not Write “see resume”)**
- Return completed application packet to the Human Resource Office:

**HUMAN RESOURCES
SWINOMISH TRIBAL COMMUNITY
11404 MOORAGE WAY
LACONNER, WA. 98257**

Consistent with practices on federally recognized Indian Tribes, Native American hiring preference may apply. The policies of the Swinomish Indian Tribal Community apply to all employees. All offers of employment are contingent on the successful completion of a drug and alcohol screening and a background check.