



**San Pasqual Economic Development Corporation
Position Vacancy**



Position Title: Economic Development Executive Director	Posting Date: TBD
Position Reports to: TDB	Employment Category: Exempt / Full-Time
Department: Economic Development	Closing Date: TBD

Position Summary

The San Pasqual Economic Development Corporation is recruiting for an experienced Economic Development Executive Director to manage and direct the executive administration of the company and to coordinate and implement projects in support of its economic development plan. The Economic Development Executive Director will be responsible for working closely with the SPEDC Board and its entities management to develop strategic initiatives, to achieve established standards, sales and profit objectives. The Economic Development Executive Director will also be responsible for all aspects of managing and motivating the business development strategy. Reporting directly to the SPEDC Board, the successful candidate for this position will play a critical role in the growth and profitability of the corporation.

Essential Duties and Responsibilities

- Works closely with the Board to plan and carry out a strategic plan aligned with the goals and objectives of the EDC.
- Manage current entities by establishing strategic goals and priorities to successfully complete planned projects and meet measurable financial objectives.
- Consult with and provide assistance to current Tribal enterprises.
- Manage projects to successful completion by establishing priorities, goals and timelines for timely execution of project deliverables.
- Develop sustainable business opportunities that further economic development growth locally.
- Resolve problems and issues affecting economic development to improve effectiveness and efficiency.
- Analyze, interpret, and acts on enterprise data to achieve business financial objectives.
- Coordinate resources and services to maximize funding opportunities from various sources.

- Establish and maintain effective professional relationships, representing the Tribe diplomatically with external agencies.
- Consult and provide assistance to entrepreneurs seeking to establish business activities that support the Tribal economy.
- Acts as liaison between the SPEDC Board and other government agencies on behalf of the EDC.
- Prepare reports, budgets and presentations monthly and quarterly. Maintains project files, records, databases, and ensures data integrity & security.
- Reviews contracts and proposals before submission and execution.
- Develop, maintain, implement and update corporate policies and procedures; ensure enterprises are updating and maintaining their policies and procedures regularly to maintain compliance with Tribal and local regulations.
- Maintains company standards of safety, security and confidentiality.

Knowledge, Skills & Abilities

- Knowledge of community planning and development, and relevant Tribal policies and procedures.
- Knowledge of principles, concepts and practices for economic development in Indian Country.
- Strong data analysis capabilities and ability to read and understand statistical and financial reporting.
- High degree of accuracy, attention to detail and confidentiality.
- Skill with contract negotiations and project development.
- Skill with developing relationships to facilitate or leverage project funding/financing.
- Skill in analytics, problem solving and decision-making.
- Skill in coordination of staff, processes, and tasks.
- Ability to think strategic and tactically, anticipate challenges and provide proactive responses.
- Ability to demonstrate a sense of urgency to meet deadlines.
- Ability to establish a workplace culture that motivates staff to provide outstanding programs, products and services.
- Ability to work independently to solve problems and operate in a multi-tasking environment.

Education & Experience

- Bachelor's degree in business-related discipline, MBA preferred.
- 5 years' experience in business management and leadership.
- 5 years' experience with complex economic development organization.
- Extensive professional experience with managing Tribal projects, real estate, businesses or project financing required. Gas Station/Convenience store/retail experience preferred.

Individuals who are interested for consideration for the above position should email their resume to Resume@bluestonestrategy.com with "EDC Economic Development Executive Director" in the Subject.

In accordance with the Policies and Procedures, San Pasqual Band of Mission Indians will at all times and for all positions give hiring, transfers and promotional preferences to qualified applicants in the following order: 1. San Pasqual Band of Mission Indians Members. 2. First generation Lineal Descendant or the legal spouse of an enrolled Tribal Member who contributes to the household 3. San Pasqual Band of Mission Indians Lineal descendants. 4. Other American Indians. 5. All Others.