



Red Cliff Band of Lake Superior Chippewa Indians

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: redcliff@redcliff-nsn.gov

JOB DESCRIPTION

POSITION: Economic Development Recovery Coordinator

LOCATION: Tribal Administration Building

SALARY: Negotiable depending on qualifications

SUPERVISOR(S): Planning Administrator

THIS IS A REGULAR FULL-TIME NON-EXEMPT POSITION *Ends 07/01/2023*

JOB SUMMARY: This position is responsible for assisting with administration, implementation, and development of economic development programs for the Red Cliff Nation with the purpose of business diversification, retention, expansion, attraction, redevelopment, housing and related community engagement. This position works with other agencies and internal departments to fulfill the strategies and plans related to economic development, diversification, redevelopment and recovery.

DUTIES AND RESPONSIBILITIES:

1. Part of a team to devise and implement diversification strategies, policies, and programs that support Red Cliff's overall economic development and redevelopment goals and objectives.
2. Facilitate completion of an Economic Diversification Strategy for Red Cliff
3. Facilitate completion of Feasibility Studies in commercial zones or as related to projects
4. Facilitate completion of Design Process/Master Plans for Commercial Development areas
5. Assist in the preparation, implementation, and administration of development assistance programs for economic development and/or housing projects.
6. Research grant opportunities for development needs and write applicable grants. Manage grant activities and submit required reporting and reimbursement information.
7. Liaison with Red Cliff Tribal Council, Administration, Planning, Business Development Corporation and other appropriate agencies for Economic Development
8. Assist department staff with marketing of development opportunities locally and nationally. This includes attending trade shows, conventions, and conferences to keep abreast of the market, network, and promote Red Cliff.
9. Researching, developing, and implementing programs related to housing, transit/transit-

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oriented development, placemaking, redevelopment, or other emerging community development areas and special projects.

10. Develop and maintain positive relationships with tribal staff, commissions and committees, consultants, business and property owners, developers, governmental agencies and related organizations.
11. Monitor legislative initiatives and practical issues relating to economic development and redevelopment which may affect the department or Red Cliff.
12. Prepare written agenda backgrounds, reports or studies and give presentations as required.
13. Keep supervisor informed of issues and potential issues.
14. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

KNOWLEDGE:

1. Knowledge of tribal, local, county, and regional economic development issues and programs.
2. Knowledge of economic development and redevelopment techniques and practices.
3. Knowledge of business planning, development, and financial approval procedures and processes.

QUALIFICATIONS:

Required:

1. Bachelor's degree from an accredited college or university in related field, **required**. A degree in Urban Planning, Economics, Public or Business Administration is preferred.
2. Minimum five years combined relevant experience of successful planning, project management, and economic or community development.
3. Effective communication, able to listen, speak, write and make public presentations that motivate, inspire and persuade.
4. Computer skills required for email, documents, spreadsheets, presentations and other software required for planning and implementation
5. Ability to analyze needs and solve problems creatively.
6. Ability to prioritize and manage multiple projects with attention to detail.
7. Ability to work independently and as a part of a group.
8. Ability to work flexible hours to attend evening or early morning meetings or travel as required.
9. Ability to establish and maintain effective working relationships with appointed and elected officials, news media and communication entities, property owners, real estate agents, financing institutions, business owners and operators, developers, contractors, legislators, community and civic groups, and others
10. Ability to work with local, regional, state and federal programs, their procedures, policies, and regulations
11. Knowledge of legal, banking, building, contracting, real estate, etc.
12. Knowledge of credit analysis and finance.
13. Must have a valid driver's license, vehicle and appropriate vehicle coverage and maintain driver's eligibility as a condition of employment. Be eligible to be put on the Tribe's vehicle insurance policy.

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PERSONAL CONTACTS: Daily contact with Tribal Administration, Division Staff, Regional Partners, Contractors, Legal Department

PHYSICAL REQUIREMENTS: Primary office position that may require bending, lifting and reaching.

WORK ENVIRONMENT: Work setting must be maintained as a clean, nonsmoking, well-ventilated area in compliance with all applicable safety regulations. All tribal buildings are smoke free.

TRAVEL REQUIREMENTS: The ability to travel and attend meetings and trainings; overnight and out of town, both locally & nationally. Attend Tribal Council meetings as directed.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any behavior or attitude that tarnishes the name or image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

This job description is subject to change at employer's discretion, after consultation with the employee.

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:

1. Completed Tribal Application, to include work history and references, available on the Tribal website.
2. Tribal Background Investigation Disclosure; available on the Tribal website.
3. Consent to Release Liability and Reference Information Form; available on the Tribal website.
4. Resume, required, cover letter, optional.
5. Post-secondary transcripts or certifications; if applicable.

POSTING DATE: October 17, 2022

DEADLINE: Open Until Filled

FOR FURTHER INFORMATION CONTACT:

Red Cliff Band of Lake Superior Chippewa

Human Resources Department

88455 Pike Road

"The Hub of the Chippewa Nation"

Bayfield, WI 54814
www.redcliff-nsn.gov
hr@redcliff-nsn.gov
(715)779-3700

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

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