

JOB ANNOUNCEMENT



NISQUALLY BOARD OF ECONOMIC DEVELOPMENT, LLC
IS NOW ACCEPTING RESUMES FOR:

CHIEF EXECUTIVE OFFICER (CEO)

Submit resumes to:

NISQUALLY BOARD OF ECONOMIC DEVELOPMENT, LLC

4820 She-Nah-Num Dr. SE

Olympia, WA 98513

Attn: Karen Hedrick

- email-

k.hedrick@nbed.co

-fax-

(360) 282-6870

Resumes must be received by 5:00p.m., Monday July 7, 2014

Native American Preference Applies

View full job description at:

<http://www.nisqually-nsn.gov/index.php/enterpriseandlinks/nbed/>



Nisqually Board of Economic Development, LLC

4820 She Nah Num Dr SE

Olympia, WA 98513-9105

Phone (360) 831-0890 Fax (360) 282-6870

**Nisqually Board of Economic Development is now accepting resumes for the position of:
Chief Executive Officer (CEO)**

Employment Type: Full time with benefits and 401k retirement plan.

Description: The Chief Executive Officer (CEO) works with the Nisqually Board of Economic Development to set the direction and vision of where the company is going. Conveys values through actions and reactions to others; creates and builds the company culture. The CEO is responsible for the success or failure of the company.

Job Purpose: The Chief Executive Officer is responsible for directing the business with the objective of achieving the mission statement through setting and implementing the strategic plan. This individual is charged with establishing short and long-term objectives, plans, and policies, to achieve the goals and vision established by the Nisqually Board of Economic Development. Other primary responsibilities for the role include establishing organizational structure, developing the future leaders of the organization and overseeing a cross-functional team. The CEO will provide leadership around policies, contractual commitments, expenditures, personnel matters and Tribal commitments. This is a pivotal time at NBED to ensure the operations will deliver on the tribal member shareholder mission and that investments for the future are made thoughtfully and proactively, and to further establish the company as a leader among Native American Enterprises. This person also represents the company with its major customers, investment partners, shareholders, financial community, government and the public.

Key Responsibilities:

- Formulate key issues and strategies for review with the Board of Managers and its committees. Interact effectively with the Board of Managers on matters associated with these issues.
- Analyze operating results of the company and its principal components relative to established objectives and ensures that appropriate steps are taken to correct unsatisfactory conditions.
- Establishes and maintains an effective system of communications throughout the company and the community. Act as a key senior spokesperson for the company's business strategy.
- Responsibility for overseeing the development, planning and implementation of overall strategy that supports the company's business and captures maximum value for its shareholders. This includes: developing value-creating capital structure and policy recommendations; designing and managing a strategy for communicating the key elements of the company's performance to shareholders and the community; and negotiating and executing all major transactions.



Nisqually Board of Economic Development, LLC

4820 She Nah Num Dr SE

Olympia, WA 98513-9105

Phone (360) 831-0890 Fax (360) 282-6870

- Prescribes the specific limitations of the authority of the subordinates regarding policies, contractual commitments, expenditures, and personnel actions. Reviews and approves the appointment, employment, transfer or termination of all key executives. Insures the adequacy and proper utilization of the services provided by corporate staff units and resolves any conflicts arising between operating groups, staff units, and other elements under immediate supervision.
- Plans for the development of personnel resources within the company and maintains programs which will encourage successful future management of the business, and attraction and retention of fully competent key employees. Programs may include but are not limited to: productivity improvement, compensation, benefits, and succession. Assures consideration is always given to tribal member employment. Recommends for approval by the Board of Managers the Company's basic organization structure.
- Takes necessary actions to protect and enhance the company's investments and subsidiaries and affiliates.
- Insures the adequacy and soundness of the company's working capital requirements. Oversees the development of short and long-range capital plans that will provide for adequate capital to meet current and future needs through the development of an economic capital model.
- Ensures that all Company activities and operations are carried out in compliance with applicable local and federal regulations and laws with applicable provisions of Nisqually Tribal code.
- Ensures there is an adequate system of internal control.
- Approve special project assignments to Officers as authorized by the Board of Managers and permitted by the budget.
- In cooperation with the Chairman, call Board of Managers meetings and propose agendas.

Duties: Manage WHH Nisqually Federal Services; construction company owned by NBED

- Extensive experience in the construction industry with significant experience in a profit center leadership role.
- Knowledgeable in SBA 8(a) small business development program, DOT DBE programs and other minority marketing preference programs.
- Demonstrated leadership experience in all areas of construction operations, including project management, safety, budget, P&L, quality control, and resource management.
- Experience facilitating communication and interaction with onsite labor, subcontractors, architects, designers, contracting officers, and owners.



Nisqually Board of Economic Development, LLC

4820 She Nah Num Dr SE

Olympia, WA 98513-9105

Phone (360) 831-0890 Fax (360) 282-6870

- Knowledge of construction job cost accounting, work in process and financial reporting to board, bank and bonding companies.
- Knowledge of contracts, claims and dispute resolution.

Duties: Nisqually Markets; Convenience Stores owned by NBED

- Able to plan and implement marketing campaigns and sales promotions that directly drives sales and profits in high volume, complex locations. Must ensure quality and consistent implementation of all marketing, merchandising, tobacco and gasoline programs maintaining an awareness of safety and security and high level of store appearance.
- Prior experience in merchandising to increase sales, expand markets, and promote business. Know how to manage quality and consistent marketing and merchandising of store programs; examine merchandise to ensure that it is correctly priced and displayed.
- Proven ability building a strong, sales focused team through recruiting, hiring, training and coaching to develop top performing team members. Experience delegating authority to team members in all store responsibilities while holding them accountable, and coach team members on how to handle difficult and complicated situations.
- Prior experience working in management of a Tribal Enterprise.

Experience:

- A strong business leader with a proven track record of value creation. A hands-on manager, with outstanding interpersonal and teaming skills that will positively impact the business.
- Broad-based financial and business experience with an excellent track record of achievement with organizations recognized for their business/financial acumen.
- Experience in taking a business/company from one phase in its lifecycle to the next.
- Competencies to make tactical decisions, and be financially savvy. Possess business acumen to anticipate uncertainty, manage risk, embrace change and drive sound decision-making throughout the organization.
- Experience in negotiating joint ventures and conducting business with a strong understanding of regional differentiators.



Nisqually Board of Economic Development, LLC

4820 She Nah Num Dr SE

Olympia, WA 98513-9105

Phone (360) 831-0890 Fax (360) 282-6870

- Demonstrated strategic thinker regarding competitive strategy, business models and financial and operations management.
- Strong leadership skills marked by collaborative team-orientated management style. The ability to motivate team members at all levels to create a dynamic environment with a highly productive team.
- Excellent team-building skills, with the ability to recruit, retain, coach and mentor top-quality staff.
- Bring intellectual, professional and personal values that complement any company culture and management team.
- Experience working with Tribal Enterprises, Governments, and Members.

Personal Attributes:

- An outstanding ability to lead individuals to personal and team excellence. Demonstrated superior management skills (i.e., business knowledge, leadership, communications, ability to analyze technical issues, conflict resolution).
- Strong operations and strategic focus with ability to lead the Strategic Leadership Team to create the strategy, and communicate that strategy to the executive team thereby identifying ways to increase long term value.

Education:

- Business related Bachelor of Arts degree.