

**JOB NUMBER: WDC-2021-010**

**JOB TITLE: Director of Tribal Fund Development**

**Supervisor: Chief Operating Officer (COO)/Chief Investment Officer (CIO)**

**Status: Exempt**

Waséyabek Development Company, LLC (WDC) is a legal entity, created and wholly owned by the Nottawaseppi Huron Band of the Potawatomi (NHBP), a Federally recognized Indian Tribe. WDC is committed to fostering the development of a stable, diversified economy for members of the Band which will contribute to their long-term wealth and economic self-sufficiency while managing risk and creating quality employment opportunities. WDC is the holding company of an investment portfolio consisting of commercial real estate, Federal operating companies, and Commercial operating companies.

## **POSITION SUMMARY**

The Director of Tribal Fund Development is an ambassador to Indian Country for collaborative investment strategies; bringing the opportunity to all United States (US) Tribes to contribute to a Tribal Fund that would accept Tribal investors of all sizes. This will create economic diversification opportunities through outreach and the manifestation of WDC's vision to be in partnership with other tribes to advance Indian Country. The Director of Tribal Fund Development will assist the CIO in areas of strategic Tribal Fund planning and is expected to uphold the mission and values established by WDC.

## **ESSENTIAL FUNCTIONS**

- Develop and implement a strategic communication plan targeting Federally Recognized Indian Tribes throughout the US
- Responsible for contact and relationship building with Tribes throughout the US to solicit capital contributions to DWH-managed Tribal Fund
- Work in cooperation with the WDC CIO and DWH Managing Partner to develop the framework/licensing/registration/charter and any other needed documents to support the mechanics and legal requirements for the fund
- Works closely with the WDC Investment Team to support investment activity and facilitate the process of establishing, transitioning, and integrating new capital and new opportunities as part of the Tribal Fund
- Develops new business relationships by locating, defining, negotiating, and maintaining business contacts
- Develops and executes plans for the pursuit of a successful capital raise
- Through successful business development, identify and communicate acquisition opportunities to further the strategic objectives of WDC and the DWH-managed Tribal Fund
- Engages and educates Tribes on the value of working together to diversify their respective economies and to understand how to strategically invest in Economic Development
- Establish strategic goals to develop the Tribal Economic Development Fund

- Evaluate effectiveness of business development activities by tracking agreed upon metrics and performing monthly and quarterly reviews
- Identify and pursue sustaining sources of grant funding for implementation of economic development projects across WDC portfolio and DWH-managed Tribal Fund
- Maintain an accurate and complete database of contacts and discussion status
- Update the Tribal Fund Development plan by adding new opportunities and coordinating changes with appropriate personnel prior to submitting to CIO
- Interfaces with WDC CEO and CIO, and DWH Managing Partner to assist in expanding current portfolio businesses through Tribal Investments
- Works and coordinates closely with personnel in the operating organizations to ensure business development objectives are supported by these organizations
- Regularly interacts and collaborates with WDC and DWH leadership
- Serves as the principal liaison with fund development customers and clients
- Provides market feedback to the CIO regarding competitive offerings, prospective needs and generates product development ideas
- Takes positive steps to inform the CIO of significant activities and events affecting business development
- Provides Management level briefings
- Meets all deadlines established or obtains timely adjusted deadlines based on current events

## **FINANCIAL/RISK MANAGEMENT**

- Ensures all successfully raised Tribal Fund sources are within the WDC strategic plan or gains appropriate approvals for those that are not
- Operates within the Tribal Fund Development budget(s)
- Assists with development and implementation of annual business strategic plans and budgets

## **COMMUNICATION**

- Effectively and regularly communicate with the CIO and staff, as requested
- Maintains comprehensive, current knowledge of applicable laws and regulations (Tribal, State and Federal)
- Awareness of trends and advances in governmental sectors, business areas and economic market in both the short and long term

## **STRATEGIC PLANNING**

- Assists with the development of short and long-term organizational goals and development of objectives and strategies to execute defined goals
- Works with CIO to provide the Tribal Fund Development portion of strategic planning framework and devise and maintain a system to track, monitor and adherence to plan
- In collaboration with the CIO, analyzes and interprets market information in order to develop Tribal Funds development, marketing, and responses to improve profitability

## **LEADERSHIP**

- Fosters a corporate culture that promotes ethical practices and social responsibility; encourages individual integrity and maintains a positive and ethical work climate that is conducive to attracting, retaining and motivating top-quality employees at all levels
- Provides leadership to Indian Country to influence the likelihood of collaborative investing

## **MINIMUM QUALIFICATIONS.**

- Bachelor's degree in Business Administration or related field of study
- Ten (10) years demonstrated successful experience in business development
- Strong research and analytical skills
- Executive level professional experience in a company with multiple business lines
- Legal education preferred
- A thorough working knowledge of the Harvard Model and economic diversification in Indian Country
- Experience working with Native American Indian Tribes and strong working knowledge of Native American Tribes; including Tribal economic development executives, Tribal government executives and citizens, and Tribal Board and Council members
- Experience reading and interpreting contracts as they relate to portfolio investments and raising a Tribal Fund
- Demonstrated capability to interface and maintain effective relationships with the CEO, key staff, business support partners, outside Tribal partners, departments and employees in a team-oriented environment
- Ability to read, analyze and interpret various reports and documents, including financial records and legal information
- Highly proficient writing, presentation and communication skills
- Advanced skills with computers, including Microsoft office, word, excel, PowerPoint and Access
- Ability to pass an extensive background investigation, including but not limited to personal and professional financial history, nationwide criminal record search, and pre-employment drug screening
- An established Tribal network
- Experience communicating with Tribal executives and citizens; and Board and Council members

## **PHYSICAL REQUIREMENTS**

Ability to focus on computer screens for extensive periods of time.

Ability to occasionally lift up to 25 pounds

## **TRAVEL**

This position may require travel up to 50% of the time

## **WORK ENVIRONMENT**

This position operates in a professional office environment and remotely. This role routinely uses standard office equipment such as computers, phones, photocopiers, and teleconference equipment

## **POSITION TYPE**

This is a full-time exempt position

## **RELOCATION**

Relocation expenses are not provided

## **HIRING PREFERENCE**

Native American & Veteran Hiring Preferences will be applied in accordance with WDC policy

Waséyabek Development Company is committed to hiring and retaining a diverse workforce. We are proud to be an Equal Opportunity Employer making decisions without regard to race, color, religion, creed, sex, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability, or any other protected class.

Qualified candidates please send resume to: [hr@waseyabek.com](mailto:hr@waseyabek.com)