



# Eastern Band of Cherokee Indians

## DIRECTOR - BUSINESS ENTERPRISES

### *Position Description*

<b>Program:</b>	Enterprise Development	<b>Reports to:</b>	Secretary of Commerce
<b>Division:</b>	Commerce	<b>Position Number:</b>	937513001
<b>Classification:</b>	Exempt	<b>Revision Date:</b>	10/01/2022
<b>Pay Level:</b>	17	<b>Safety Sensitive:</b>	No

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EBCI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

### POSITION PURPOSE

Supervises, directs, and administers the work of the Enterprise/Business Development. Develops long range and short range plans, administers Tribal goals, objectives and priorities, collects and analyzes data, and provides staff assistance to the Secretary of Commerce, Tribal Council, and Tribal Planning Board. Manages and oversees Cherokee Bottled Water, Building Rental, and Commercial Real Estate.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Supervises the work of the Enterprise Development Department, Cherokee Bottled Water, and Building Rental staff.
- Manages the staff in preparation of all submittals for grants to fund programs and projects for the Department.
- Assists clients in preparation of certification as needed including Tribal, HUD, NC Minority Supplier Development Council, DOT, SBA, and the Sequoyah Fund.
- Administers, reviews, organizes, and directs staff to ensure that activities of the Department are not superimposed on other functions of the Tribe.
- Plans, develops, and implements client and Tribal training programs, in conjunction with the Sequoyah Foundation, to include topics such as Business Plan Development, Marketing Plans, Feasibility Studies, General M&TA, Bookkeeping Assistance, Certifications, Loan Packaging, and Procurement.
- Evaluates, trains, counsels and when necessary, recommends other action for subordinates.
- Prepares and maintains all reports, files, and logs as required by local, State, Federal, and Tribal policies.
- Serves as liaison on Boards and Commissions that further office and Tribal goals, objectives, and priorities.
- Presents strategies and action plans devised to achieve Tribal goals, objectives, and priorities.
- Assist the Enterprise Development Department in developing technical and administrative support for EBCI enrolled members and other minority businesses and small businesses on the Reservation.
- Counsels' clients on approved work elements which include business plan development, marketing plans, feasibility studies, loan packaging, procurements, accounting, certifications, bonding and insurance.
- Plans, develops, and assists in preparation of budgets for submittal to the Department of Commerce Secretary and Tribal Budget Committee for approval.
- Ensures proper monitoring of all budget expenditures making sure they are held within the limits of the Tribal Finance Office and all funding agencies' guidelines.

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- Ensures proper preparation of grant applications and reports.
- Directs all promotional activities including MED Week activities, speaking engagements, and advertisements.
- Develops and implements policies, procedures, and guidelines as required. Directs and supports program modifications as needed to ensure programs and activities meet the needs and interests of clients.
- Assist with Cherokee Bottled Sales, Inventory Control, equipment needs and Audits.
- Oversees Cherokee Bottled Water payments and deposits.
- Assist and review leases and property management of Building Rental.
- Performs all job duties according to established Tribal guidelines and policies.

### Scope of Supervision:

Has the responsibility of the management, supervisory, and planning function of the department that encompasses three programs, including personnel and the budget. Interviews, hires, trains, and counsel's employees following Tribal procedures and protocols. Adheres to all Tribal ordinances, policies, and procedures for planning in addition to local, State and Federal guidelines and regulations. Supervises the work activities of all employees of the Departments. Reports directly to the Department of Commerce Secretary Division. Works independently and unsupervised to develop plans and administer programs. Follows procedures and guidelines as prescribed by various funding agencies while making independent decisions that directly relate to program goals and objectives. Carries out directives from the Secretary of Commerce, Principal Chief, and Tribal Council as requested. Responsible for reporting program progress to Tribal Planning Board, Tribal Council, Executive Committee, and other various committees and boards.

### MINIMUM MANDATORY QUALIFICATIONS

- Experience:** Six (6) years of related experience required. Experience in consulting or management of American Indian Business practices and Finance and Accounting.
- Education:** Master's Degree in related field required.
- Licenses & Certifications:** Valid, insurable NC Driver's License required.

### KNOWLEDGE, SKILLS, & ABILITIES

#### Key Job Knowledge:

- Knowledge of business management principles, techniques and organizational concepts and strategies as they apply to business development is required.
- Must have managerial skills in order to manage a wide variety of areas related to business development and management.
- A thorough knowledge of the principles of long- and short-range planning and the skills to implement this knowledge is required.
- Must have a working knowledge of financial management principles and the skills to implement this knowledge in administering programs including a million-dollar loan fund.
- Must have the ability to compile and analyze data.
- Must possess sufficient knowledge and skills to assist a wide range of businesses with feasibility studies, financial projections, business plan development, financing proposals and other business-related documents.
- Must be familiar with and work in conjunction with other Tribal Programs and external agencies involved with various business development functions.
- Must have a working knowledge of the rules, regulations, and policies of funding agencies including MBDA, SBA, NABDC, Department of Commerce and knowledge of all applicable Tribal, local, State, and Federal laws and ordinances.
- Requires the ability to prepare public presentations to the Tribal Planning Board, Tribal Council and other agencies providing factual and technical information.
- Effective communication skills, both written and verbal, are required.
- Must know the Tribal organizational structure and area of responsibility for contacts.
- Requires the ability to use a computer, calculator, copy machine, and other related office equipment.

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- Must have working knowledge of budget preparation and justification and be able to develop effective financial assistance requests.
- Must have the ability to direct the work of subordinates, to work independently, and as a leader of a team.
- Acumen in teaching and facilitating business training and classes to clients.
- Twelve to eighteen months in the position would be required to become proficient.

**Safety/Accuracy Focus:**

Must conform to legal and established ordinances. Maintains high standards of accuracy in exercising job duties and responsibilities. Manager is responsible for the work of subordinates. In some cases errors and/or omissions could be costly or have negative effects for clients or the Tribe. Inadequate or poor guidance could possibly result in lost opportunities such as contract work and sales and denial of grant and loan applications. A thorough and professional review of all business documents is essential before releasing. Errors could have maximum or far-reaching negative results for clients. Administrative errors could have costly or far-reaching impacts upon the program and/or the EBCI as well, such as lost grants, etc.

**Key Relationships:**

Interacts frequently with co-workers and other Tribal employees/officials. Has outside contact with clients, local business leaders, State and Federal organizations, and the general public that requires the use of diplomacy, tact, courtesy, and professional decorum to maintain positive working relationships while promoting a positive image for the program and the Tribe. Contacts include discussions, exchanges of information, and responding to questions. Must possess a wide range of interpersonal skills including listening, knowledge of protocol, and sensitivity to circumstances and individuals.

**Resourcefulness & Initiative:**

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes.

**Discretion – Confidential Data:**

Access to confidential and proprietary data and information which is not known by the public may occur during employment. Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or misusing such information. Has knowledge of and access to a wide range of information including proposed business development plans, financial plans, personal financial Statements, and management discussions which should remain strictly confidential until such time as a public announcement is made. Has access to all departmental personnel files, budgets, and correspondences, all of which are considered confidential. Must adhere to all Tribal confidentiality policies and procedures.

**Complexity of Duties:**

This position includes completing tasks of varying complexity levels.

**PREFERRED QUALIFICATIONS**

No other preferred qualifications.

**WORK ENVIRONMENT**

**Work Environment:** Works in indoor and outdoor environments and is exposed to all types of weather and temperatures. Proper safety procedures, equipment and practices are required at all times. Incumbent has exposure to equipment with moving parts, electrical current and traffic hazards. Requires regular travel to the Asheville area and occasional visits to local business locations and other work sites and may encounter inclement weather and conditions.

**Mental/Visual/  
Physical Effort:** Must be able to lift 50 pounds and carry 25 pounds on a repetitive basis. Planning, preparing, reviewing, and presenting reports and recommendations require intense concentration and attention to detail for extended periods of time. Must focus on a number of issues concurrently and yield to frequent interruptions by phone and in person. Physical requirement of the job includes walking, bending,

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reaching, sitting, and standing. Manual dexterity, visual acuity, speaking, and hearing are required. Good eye/hand/foot coordination is required while performing job duties.

### OTHER

**Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.

**Background Investigation:** All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act."

**Drug Screening:** All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

***Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

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### ACKNOWLEDGMENT

I have reviewed the content of the **Director - Business Enterprises** position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

\_\_\_\_\_  
*Employee (printed name)*

\_\_\_\_\_  
*Employee (signature)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor (printed name)*

\_\_\_\_\_  
*Supervisor (signature)*

\_\_\_\_\_  
*Date*