**USET CDFI/Economic Development Director**
The USET CDFI/Economic Development Director under minimal supervision performs responsible administrative work in planning, directing and coordinating economic development program within USET. He/she is also responsible for promoting attributes of the area, and preparing reports and presentations concerning economic development activities. This includes but is not limited to, researching funding opportunities, grant writing/coordination while adhering to the goals and objectives of USET.

**Exempt/Non-Exempt and Salary Range:**
The USET CDFI/Economic Development Director is an exempt position with a salary range starting at $76,528.

**Reporting Relationship:**
The USET CDFI/Economic Development Director is supervised by the Executive Director.

**Duties and Responsibilities:**
1. Participates in comprehensive planning process involving recommendations and strategies for improvements to utilities, and related resources including schools, work force training and apprenticeships, transportation, water and sewer, and parks and recreation.
2. Attends conferences, seminars, workshops, classes, lectures, etc., as appropriate, to enhance and maintain knowledge of trends and developments in the field of economic development; attends professional, civic, and social gatherings, as appropriate to represent and promote interests of the Tribes and to collect information pertinent to advancement of interests of USET.
3. Creates and implements programs to retain, expand, attract, and grow compatible businesses and industries both independently and in teaming efforts with other county, regional and state departments, divisions, agencies, utilities, and transportation services.
4. Write grant applications with information gained thru strong working relationships with Department Directors and strong understanding of goals and objectives of the departments.
5. Work with USET Development Director and Finance Department to determine feasibility and develop budget.
6. Provide regular progress reports on grant funding goals, and other reports as requested.
7. Assisting existing business and industry in retaining and expanding jobs
8. Prepare applications or financial assistance and negotiated incentive packages.
9. Manage internal and external marketing of USET while developing and maintaining key relationships with the Tribes and business leaders.
10. Serves as central record keeper of all contracts, grants, reports, modification requests, etc.
11. Develop and maintain a grants/contract database and reporting system to ensure a high level of organization and structure.
12. Work with USET Finance Department on grant activity compliance while ensuring that the organization operates within the board-approved budget.
13. Perform other duties as assigned by the Executive Director.
Qualifications:
1. Minimum of a Bachelor’s degree in Business, Marketing or Nonprofit Management from an accredited college or university, which has equipped applicant with knowledge, skills, and abilities to perform duties of the position.
2. At least five years of direct economic development experiences.
3. Successful track record in lead generation, proposal development and project management.
4. Must possess excellent verbal/written communication and organizational skills.
5. Must be computer literate and proficient in Microsoft Office including Word, Excel and Access.
6. Must have demonstrable ability to work with people from diverse cultures including cultural sensitivity and the ability to work within the customs and traditions of various tribal groups.
7. Ability to travel and work irregular hours as necessary.

Hiring preference will be given to American Indians/Alaska Natives