



**JOB ANNOUNCEMENT:**

The Penobscot Nation is seeking applications for the following position:

**OPENING DATE: October 4, 2021**

**CLOSING DATE: October 15, 2021**

**DIRECTOR OF ECONOMIC AND COMMUNITY DEVELOPMENT**

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**JOB STATUS:**

**DIRECTOR OF ECONOMIC & COMMUNITY DEV.**

**Career Field: Directors**

**Pay Range: \$28.20 – \$39.22 per hr.**

**Category: B**

**Status/Term: Exempt, Full-time**

**LOCATION:**

**Penobscot Nation**

**Tribal Administration**

**Classification: Full-time, Regular**

**12 Wabanaki Way**

**Indian Island, ME 04468**

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**BRIEF DESCRIPTION OF DUTIES:**

**SEE ATTACHED JOB DESCRIPTION**

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**QUALIFICATIONS REQUIRED:** Bachelor's Degree required, preferably with specialization in economic and community development or a related field. A Master's Degree in Business Administration, Public Administration, Public Policy, or Economics is desirable; an equivalent combination of education and experience is acceptable. Minimum of 5 years of business, economic or community development, experience is required. Must undergo and pass a criminal background check investigation and will be required to complete and pass pre-employment drug testing. Indian Preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.

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**HOW TO APPLY:**

- Applications are available at the Human Resources Office located at 27 Wabanaki Way, Suite 204, Indian Island, ME 04468. Applications are also available at [www.penobscotnation.org](http://www.penobscotnation.org), via email request at [Human.Resources@penobscotnation.org](mailto:Human.Resources@penobscotnation.org), or call 207-817-7343 to request application package to be sent to you.
- Submit completed applications and resume along with certifications to:  
Attn: Penobscot Nation Human Resources  
mailing: 12 Wabanaki Way, Indian Island, ME 04468  
physical location: 27 Wabanaki Way, Suite 204, Indian Island, ME 04468

For further information, call 817-7312 or email at [Human.Resources@penobscotnation.org](mailto:Human.Resources@penobscotnation.org)

## **JOB DESCRIPTION**

**POSITION:** Director, Economic and Community Development

**ACCOUNTABILITY:** Tribal Chief and Council

**SUPERVISOR:** Tribal Chief

**RESPONSIBILITY:** The Economic and Community Development Director will be responsible for developing, facilitating and promoting economic and community programs and services to support tribal entrepreneurs, artisans, and microenterprises (5 or less employees), strengthening the tribal economy, and advancing the broader economic and community development goals of the Penobscot Indian Nation; aligned to the Comprehensive Economic Development Strategy (CEDS). This position will also be responsible for developing short- and long-term goals aligned with the Tribe's assets, cultural values, and investment criteria. Additionally the Economic and Community Development Director will be required to establish a monitoring, evaluation, and due diligence documentation system to measure the performance of economic and community investments against these established goals.

### **DUTIES:**

- Develop and direct the mission and scope of work for the economic and community development department.
- Document staff requirements, develop job descriptions, and hire qualified personnel to fulfill the programs and services of the department, as funding becomes available.
- Provide leadership in the development of the CEDS.
  - Lead and manage the CEDS committee.
  - Conduct an annual economic summit that is tied to the CEDS process and has broad community engagement where Tribal citizens are active participants in shaping the economic future of the Tribe.
  - Execution of action plans by evaluating progress, making adjustments to the plan, and obtaining additional resources to the plan.
- Manage and implement economic and community development initiatives to achieve the goals and objectives outlined in the CEDS plan and per tribal requirements.
- Ensure initiatives encompass capital needs, enable a thriving climate, develop tribal members' capabilities, and diversify the use of tribal assets.
- Gather and analyze data to provide information to tribal administration, council, and committees and as required, civic groups, businesses, individuals and the general public, on economic development issues, programs, services and plans.
- Prepare and maintain economic and demographic data to justify initiatives, enable responses to economic / community information requests, and support collaboration with other tribal departments. As needed, share and collaborate with PINE.

- Collaborate with PIN departments and P.I.N.E to ensure synergy between programs and services that advance the overall economic and community development goals.
- Cultivate relationships and serve as liaison with key partners to support economic development programs and services for PIN that will assist the Nation to build a strong economic development department and to cultivate a strong economic and community environment.
- Gain an understanding of the various incentive programs, grant sources, and technical assistance sources that support economic and community development for PIN.
- Prepare grant proposals and applications, contracts, and other necessary documents required for necessary economic and community programs and services.
- Prepare and report to tribal council quarterly.
- Conduct other related work as assigned.

**EDUCATION:** Bachelor's Degree required, preferably with specialization in economic and community development or a related field. A Master's Degree in Business Administration, Public Administration, Public Policy, or Economics is desirable; an equivalent combination of education and experience is acceptable.

**EXPERIENCE:** Minimum of 5 years of business, economic or community development, experience is required.

**CERTIFICATION/LICENSE:** Must undergo and pass a criminal background check investigation and will be required to complete and pass pre-employment drug testing.

**SKILLS:**

- Proven leadership and management experience.
- Excellent oral and written communication skills.
- Conflict resolution and negotiation skills.
- Complex problem solving techniques.
- Ability to work in high stress environment and manage competing priorities.
- Strong and effective relationships with subordinates, directors and external partners.
- Adhere to tribal policies and procedures, including confidentiality, as required.

*Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures*

*External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request*

**CAREER FIELD: DIRECTORS**

**CATEGORY: B**

**PAY RANGE: \$28.20 - \$39.22**