



August 9, 2017

GLITC is recruiting for the following position. Drug Testing required before hire and random thereafter.

PROGRAM DIRECTOR - ECONOMIC DEVELOPMENT ADMINISTRATION

The Economic Development Administration Program Director plans and implements the tribal partnership planning program - CFDA 11.302. The position works closely with tribal government agencies and councils to promote and stimulate economic growth beyond the current opportunities. Full administration of federal and state grants used to provide this assistance. Daily attendance is an essential job duty. Extensive travel is required.

**Principal Duties:** Work closely with participating tribes and other tribal departments in the effective execution of goals and objectives of the program. \*Develop necessary work plans. Interpret contract and ensure compliance through proper monitoring and reporting. Assist in grant writing process. \* Engage in strategic economic development planning in accordance with program requirements and assist tribes in developing strategic planning and economic development projects pursuant to tribal priorities. \*Develop and administer program budget and approve expenditures in accordance with program requirements. Maintain fiscal responsibility for all major and mini-grants. Seek additional funding sources on an ongoing basis. Ensure complete and accurate recordkeeping. \*Establish the administrative structure and perform all necessary tasks to ensure the effective execution of program goals and objectives. \*Conduct regular on-site visitations to monitor the progress of program implementation and to offer support and assistance to ensure programs success. Develop and submit progress reports to appropriate agencies as necessary to comply with program and grant funding requirements. \*Maintain annual Comprehensive Economic Development Report to produce 5 year plan for grant compliance. \*Supervise the Small Business Technical Program Director.

Main worksite is Lac du Flambeau, WI. This position has a starting rate of \$47,000 to \$50,000 (depending on experience) per year with benefits including; Annual/Personal Leave and Holiday Pay; Health, Dental, Life & AD&D, STD and LTD Insurance, FSA and 403(b) Retirement Plan.

**Qualifications**

**Required:** Minimum three years of experience in providing economic development, health and human services or related field, or an equivalent combination of relevant experience.

**Desired:** Experience with a Native American Tribal organization and/or not-for-profit agency. Grant writing and funding experience.

**Individual must possess:** excellent verbal and written communication skills; professional demeanor and appearance; problem solving skills; ability to manage time effectively; self-motivation skills; work effectively under pressure; ability to build positive work relationships with internal and external customers; ability to interact professionally with a wide variety of people. Individual must be able to apply advanced reasoning skills to problem solving and use basic and advanced mathematical skills. Must possess valid driver's license and reliable transportation with adequate insurance and ability to travel.

**To Apply:** Mail, fax or email a resume and/or cover letter to Great Lakes Inter-Tribal Council, Inc., P.O. Box 9, Lac du Flambeau, WI 54538, Attn: Human Resources. Fax: (715) 588-3607. Email: [hr@glitic.org](mailto:hr@glitic.org). See the employment page of our website at [www.glitic.org](http://www.glitic.org).

Great Lakes Inter-Tribal Council (GLITC) is an equal opportunity employer that applies Native American Preference as defined in Section 703(i) of the Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e-2(i). Consistent with the referenced Native American Preference, it is the policy of GLITC to provide employment, compensation, and other benefits related to employment based on qualifications of the job applied for, without regard to race, color, religion, national origin, age, sex, veteran status or disability, or any other basis prohibited by federal or state law. As an equal opportunity employer, GLITC intends to comply fully with all federal and state laws and the information requested on this application will not be used for any purpose prohibited by law. Disabled applicants may request a needed accommodation from the representative of the Human Resource Department, PO Box 9 Lac Du Flambeau, WI 54538 or phone (715) 588-1069 or [hr@glitic.org](mailto:hr@glitic.org).

**Closing date is: 8/11/17**