

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Economic Development Coordinator

Department: Administration

Compensation: Dependent upon Qualifications; full benefits package

Exempt: Yes

Supervisor: Tribal Planner

Posting Date:

Opens: June 5, 2020

Closes: Open Until Filled



Summary:

The Bad River Band of Lake Superior Tribe of Chippewa Indians (Tribe) seeks an Economic Development Coordinator (EDC). The chief role of this position is development of the Tribe's economic market potential and efforts for the potential development of business. The Tribe wants to be strategic in their economic development planning pursuits as well as their business development/recruitment and retention efforts via realistic recommendations. The Tribe would like to better understand market trends and demands, and best practices for fostering a diverse economic environment. We encourage the EDC to look creatively at the entire reservation and to consider a wide range of options including off reservation opportunities. This position will be charged to propose realistic options with possibilities for implementation.

Essential Duties and Responsibilities

The Economic Development Coordinator will lead the Tribe in a four-phase approach in formulating a strategy to include:

- **Market Analysis**

The Tribe is seeking a market analysis that will provide for current and future retail/manufacturing needs to ensure the secured economic health of the Tribe. A market analysis report outlining potential development options for the Tribe will be the result of the first phase of this project that involves the following:

Existing conditions assessment — The consultant conducts an initial assessment and inventory of the development potential of the Tribe taking into consideration access, land use, zoning, utilities, transportation, neighborhood conditions and recent land use and retail development trends. This assessment should go beyond Census data to include a breadth of psychographics for further characterization of the Tribe.

Customer profiles — Provide customer profile information to assist with better understanding customer behavior and how to market and serve them.

A review of Tribal codes, regulations, and policies.

Needs assessment - Determine the Tribe's interest and desire for certain types of potential uses or development and the scale, intensity and economic market for those uses.

Market and retail GAP analysis — Complete a market study to understand supply and demand conditions for our market capacity. The analysis should include a leakage analysis to determine what, if any, retail or other commercial demand is not being met locally.

- Economic Development Strategy

The EDC is expected to develop a detailed plan for the Tribe. The resulting strategy should provide a more in-depth detailed analysis with recommendations on how to improve the quality and diversity of uses within and outside of the boundaries of the reservation. It is also expected that the plan outlines how the Tribe can leverage resources that will positively influence any development such as Tribal 8a businesses or tax benefits.

A detailed strategic report should:

- Outline the dynamics of the area

- Address specific relevant issues such as business mix, vacancies, and market competition from surrounding communities

- Identify the appropriate uses for sites that are supported by market data and Tribal interests and desires

- Provide conceptual development plans based on the identified uses for the sites to be utilized by the Tribe, the owner(s) and/or their designee to market these newly defined opportunities

- Support business expansion and recruitment efforts

- Recommend potential public incentives that could improve the sites viability for development

- Provide a recommendation of prospective tenants to assist the Tribe with targeted marketing efforts

- Provide a detailed recruitment strategy that includes marketing recommendations

The process should involve:

- Scoping — undertake an in-person tour and analysis of all reservation boundaries and surrounding communities

- Meetings with staff and stakeholders — this includes Tribal staff, Tribal Council, Board members, and business and property owners

- Recommendations — where do we go from here and what are the steps required for implementation?

- Presentation to staff, commissions, and Village Board — this will involve special public meetings and presentations to the Tribal Council.

- Implementation

The EDC will be tasked with implementing the plans created through Phase 1 and 2.

- Evaluation and Planning

After implementation begins, the following needs to occur:

- Evaluate if plan/project is moving forward and redefine as necessary

- Continually update the phases process and change when necessary

- Ensure the Tribe has a long-term plan at the end of this contract

Other Duties

- The EDC will develop a preliminary list of current impediments to such development and Tribal incentives, if any, needed to foster such development, thus resulting in a feasibility report. If analysis determines the area is feasible for development, identifiers will reveal type and format of development possible and type of business/manufacturing potentially drawn to the area. The EDC provides conceptual plans and renderings of potential use. If retail is deemed not feasible, the EDC identifies alternative land uses that would be viable to the site and geographic location.
- Contracting services to assist in the development of the Bad River Tribe's Economic Diversification Strategy Plan for our community.

- Contracting services to assist in the development of an Economic Feasibility Study for the Bad River Tribe's Business Incubator Plan.
- Contract or conduct feasibility studies of potential business opportunities.
- Develop the funding strategy to implement the Economic Diversification Strategy Plan.
- Responsible for daily operations, monitoring of the project and reporting all activities.

The Bad River Band of Lake Superior Tribe of Chippewa Indians is a federally recognized Indian Tribe organized under Section 16 of the Indian Reorganization Act of 1934, U.S.C. Section 476. This entitles the Tribe to government pricing and exempts the Tribe from state sales and use taxes and from federal excise taxes.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Bachelor's in Business Administration or related field is required; MBA is preferred.

Background Check:

This position is contingent on the required ability to pass a background check when working with children and/or elderly. This position required for eligibility a required driver check, to meet eligibility for tribal insurance.

Language Skills:

Strong Computer skills
Outstanding written and verbal presentation skills
Experience presenting to varied and large groups

Physical Demands:

The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be physical able to perform all job duties. Walking, standing, bending, stooping and occasional lifting up to 25lbs and/or carrying for short distances.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Drug-Free Workplace in accordance with the Drug Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

**Bad River Tribe
Attn: Human Resources
P.O. Box 39
Odanah, WI 54861**

<http://www.badriver-nsn.gov/>