



Job Position Title: Executive Director

Division: Pepperwood Tribal Financial Services

Reports To: Governing Board

Position Summary: Senior executive managerial position provides overall leadership, strategic direction, fiscal sustainability and operational oversight, including implementation of lending programs and financial services.

FLSA: Exempt: Primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.

Work Location: Offices Located at Middletown Tribal Facility

Salary Range: Commensurate with Qualifications & Experience

Qualifications: (education, experience, skills and preferred qualifications)

Education

- High School Diploma or Equivalent
- Bachelor's Degree in Business Administration, Management or Finance or an equivalent of 5 Years of Executive Work Experience

Experience

- 7 Years Demonstrated Executive Leadership, Financial and Organizational Management Experience
- 3 Years Work Experience in Native Communities and Native Populations
- 2 Years Work Experience in Lending and Financial Services or Relevant Matters
- 3 Years Work Experience in Economic or Community Development in Rural Communities Preferred
- 2 Years Work Experience in Tribal Federal Trust Responsibility Tenets and/or Trust Lands Preferred

Skills/Capabilities

- Excellent Computer and Office Technology Skills
- Outstanding Communication, Presentation and Public Speaking Skills (Orally and Written)
- Outstanding Initiative, Problem Solving and Customer Service Skills, and Ability to Work Independently
- Valid Driver's License
- Ability to Lift 30 pounds
- Bondable Upon Hire (may require a background and credit check)
- Ability to Work 40 Hours a Week

Key Duties and Responsibilities - including, but not limited to:

- Function with Transparency and Accountability to the Governing Board
- Day-to-Day Administration and Delivery of Lending and Financial Services with Fiscal Sustainability

- Develop Strategic Plans, Operating Budgets, Program Plans, Implemented with Efficiently
- Establish and Maintain Company Policies and Procedures
- Oversee, Recruitment and Supervision of Human Resources including Consultants
- Serve as Primary Liaison to Public and Governing Board
- Lead Fundraising and External Partnerships
- Ensure Compliance of Operations and Contract Agreements with Laws and Regulations
- Manage Branding, Messaging, Marketing and Public Communications
- Other Duties Assigned