



The Minnesota Chippewa Tribe

Job Announcement

Title: Business Development Specialist
Status: Regular full-time (40 hours per week)
Location: Flexible
Pay: \$20.55/hour base; full fringe benefits
Deadline: Open Until Filled

Administration
218-335-8581
Toll Free: 888-322-7688
Fax: 218-335-8496
Home Loan
218-335-8582
Fax: 218-335-6925
Economic Development
218-335-8583
Fax: 218-335-8496
Education
218-335-8584
Fax: 218-335-2029
Human Services
218-335-8586
Fax: 218-335-8080

PRIMARY FUNCTION

The Business Development Specialist provides management and technical assistance to MCT tribal members, residing in the State of Minnesota, in areas of for-profit business ownership. This includes marketing, business plan development, financial projecting, federal/state certification assistance, feasibility of project, and loan packaging. Coordinate meetings with tribal leadership to form a Tribal Energy Council, and other duties including, but not limited to:

DUTIES AND RESPONSIBILITIES

1. Intake, screen and identify potential business development center clients.
2. Provide management and technical assistance to clients requesting assistance in start-ups, expansion, or purchase of an existing business. This includes assistance in feasibility/financial projecting/financial statement preparation and analysis, credit report analysis, business plan development, federal/state certification assistance, including SAM (System for Award Management), and business loan packaging.
3. Maintains business development center client files.
4. Prepares and submits monthly activity/status report to the Director, Finance Corporation.
5. Establish contact and rapport with private and public agencies, including financial institutions in order to provide effective assistance to clients in the areas of business development and loan assistance.
6. Advocate for tribal members business interests, including marketing activities for the business development center. This includes traveling to MCT member reservations to meet with clients/potential clients, attending professional gatherings, workshops, and other business development related events, including tradeshow.
7. Assists in meeting underwriting guidelines required by the Finance Corporation's business loan program through providing complete loan packages.
8. Responsible for quarterly meetings with the Tribal Energy Council.
9. Other duties as assigned by Director, Finance Corporation.

KNOWLEDGE AND EXPERIENCE

1. Degree in Business Administration or Accounting preferred but equivalent amount of education or experience will be considered.
2. Excellent oral and written communication skills.
3. Knowledge and experience with business plan development, including financial statement preparation, feasibility studies, and financial packaging.
4. Experience and knowledge in Office Word, and Excel.
5. Must have and maintain a current valid driver's license, current auto insurance, and the use of a privately owned vehicle for business purposes.
6. Background check required.

PERSONAL CONTACTS

Contacts are made with all levels of professional and support staff within the Minnesota Chippewa Tribe and its six member reservations. Contact is also made with a wide range of federal, state, local, and tribal officials, business leaders, bankers, and government agency staff.

WORK ENVIRONMENT

The responsibilities of this position may be performed at Tribal Government offices of the six member reservations of the Minnesota Chippewa Tribe.

PHYSICAL REQUIREMENTS

The work is primarily sedentary but does require limited exertion to fulfill position responsibilities.

TRAVEL REQUIREMENTS

Travel is required to visit program clients and businesses as well as to meet with business and financial professionals, and tribal, federal, and state officials. Travel will be required to attend training or meetings conducted in state or out of state.

Application for Employment can be found at www.mnchippewatribe.org

Send application and/or resume and list of professional references to:

Joel D. Smith, Director of Administration. The Minnesota Chippewa Tribe
P.O. Box 217, Cass Lake, MN 56633
EEO-American Indian Preference