



The Minnesota Chippewa Tribe

Division: Finance Corporation
Status: Full-Time
Location: Cass Lake, Minnesota
Pay: Level 2 - \$35.95 - 53.41/hour.
Deadline: Open Until Filled

Job description—Finance Corporation Director

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

The Minnesota Chippewa Tribe, also known as the MCT, is a tribal organization representing six inherently sovereign Ojibwe (Anishinaabe, Chippewa) Bands, each with its own identity, homeland, and governing structure.

The Minnesota Chippewa Tribe Finance Corporation (MCTFC) is a non-profit lender owned by the Minnesota Chippewa Tribe (MCT). The MCTFC addresses and promotes homeownership and economic development investments for the MCT, member bands, and citizens through counseling, loans, and home-owner assistance.

Role Description

The MCT seeks a highly motivated person to run day-to-day operations, personnel, lending, and fiscal management of the Finance Corporation. The Director, with support from the MCT leadership team leadership, will drive the services, strategy and direction of the MCTFC.

The role will involve managing teams, liaising with stakeholders, managing the Finance Corporation board, and providing expertise and guidance on housing and economic development matters. The ideal candidate has experience in lending, grant administration, tax credits, and/or housing, economic development, and/or community development for tribal communities. The Director will oversee and manage the financial operations of the MCTFC and develop and implement effective operational strategies.

This is a full-time, on-site position located in Cass Lake, MN, with flexibility for remote work after completion of Probationary Period.

Essential Skills

Management, Analytical Skills, Teamwork, Interpersonal Skills, Continual Learning, Integrity, Honesty, Service Motivation, Adaptability, Creativity, Empathy, Written and Verbal Communication Skills

Qualifications and Attributes

- Experience in human, financial, and information management.
- Demonstrated ability to lead and manage teams and effectively communicate across all levels of an organization.
- Strong analytical and critical thinking skills.
- Bachelor's degree in Finance, Accounting, Business Administration, Planning, or a related field
- Experience with financial reporting, budgeting, and forecasting
- Organizational and time management skills, with an ability to prioritize and meet deadlines.
- The ideal candidate will have excellent business acumen.
- Strives to maintain an inclusive workplace that empowers team members, fosters the development of others, encourages cooperation, and supports constructive resolution of conflicts.

MEMBER RESERVATIONS • BOIS FORTE • FOND DU LAC • GRAND PORTAGE • LEECH LAKE • MILLE LACS • WHITE EARTH

NI-MAH-MAH-WI-NO-MIN "We all come together"

Mailing Address: P.O. Box 217, Cass Lake, MN 56633-0217 • Street Address: 15542 State 371 N.W., Cass Lake, MN 56633

- Fosters an equitable workplace that ensures fair employment practices, promotes a respectful and professional work environment, and values and leverages cultural values and individual differences in support of the vision, mission and strategic plan.
- Examine, implement, and review policies, procedures, and systems to streamline, improve client experience, and ensure compliance with regulations.
- Build visibility and credibility of the Finance Corporation with a variety of stakeholders including the Tribal Executive Committee, Finance Corporation Board, industry representatives, private sector organizations (for profit, nonprofit, and international), applicants and awardees, other Tribal, federal, state, and local or foreign governmental entities, etc.

TECHNICAL QUALIFICATIONS

- Extensive experience with banking, lending, financial services, loan products, and prudent regulations related to CDFIs.
- Extensive knowledge of tribal financing challenges and regulated and unregulated financial institutions serving low- and moderate-income, and/or rural communities, especially CDFIs.
- Knowledge and understanding of tribal and economic development, including issues such as affordable housing, small business development, planning, community development, and/or economic development.
- Experience managing and facilitating home and/or business loan servicing and/or grant-making. Research, develop, and deploy new housing and economic development loan products and grant opportunities that are responsive to tribal needs and are built in collaboration with tribal partners.
- Experience and skill in program administration, project management, and directing staff in planning, developing and implementing grant-making, loans or investment activities.
- Ability to perform staff evaluation and training to periodically confirm all employees are adequately trained to provide high-quality, informative, and relevant service to clients.

PERSONAL CONTACTS

Contacts are made with all levels of professional and support staff within the Minnesota Chippewa Tribe and the six member reservations.

WORK ENVIRONMENT

The balance between outdoor and in-office work can vary depending on the season and staffing.

PHYSICAL REQUIREMENTS

The work is mostly office-based but may be outdoors and in the field at times.

TRAVEL REQUIREMENTS

Travel to training or meetings out of town may be required occasionally.

EEO- Minnesota Chippewa Tribe Preference

Interested candidates, please send a cover letter, resume, and professional references to:

Joel Smith, Director of Administration

jsmith@mnchippewatribe.org