
Assistant Manager – Economic Development Corporation

Job Overview

Little River Holdings, LLC, a wholly owned enterprise and EDC holding company of the Little River Band of Ottawa Indians in Manistee, Michigan, is seeking an Assistant EDC Manager to join its dynamic team. This position will work directly with and assist the management team/Board with creating business strategies to facilitate company growth in Real Estate Development and Management, Protein Formulations, and Nutraceuticals. This person will also help to identify and develop strategic relationships with partners or potential clients via emails, phone calls, and meetings. They will consult with management team/Board in terms of compliance and/or legal issues, work with management team to ensure alignment of company goals via meetings and brainstorming sessions, evaluate appropriate information to forecast the return on future business transactions, design and determine terms of business agreements, contracts, and leases, ensure that project and company milestones/goals/budgets are met and adhered to, and corroborate with and assist management team with high-level projects and activities.

Basic Qualifications

- Requires a Bachelor's degree and a ***minimum*** of five years of relevant business, law, Human Resources, or finance experience. A combination of all is highly preferred.
- Requires Intermediate knowledge of Microsoft Office Suite (especially Excel), the Internet, Outlook, and computers in general, as well as the ability to communicate effectively within a team environment. Must be a people person as you will be responsible for creating and maintaining relationships with a variety of professionals.
- Must be versatile, a go-getter, able to think outside the box, and be sensitive to cultural differences. **Time management and an entrepreneurial mindset are key.**
- Must have the ability to maintain confidentiality.
- Must be able to travel if necessary.
- Must have the ability to handle multiple projects at once, and be organized/detail-oriented.

Preferred Qualifications

- Knowledge of/experience in development projects, managing real estate, property procurement and associated paperwork, product sales/marketing, negotiating/closing on business agreements and contracts, researching/applying for grants, financial analysis of budgets and expenses, and some Human Resources experience.
- Knowledge of intellectual property law, government contracting, government 8(a) contracting, Indian Country, Tribal Economic Development

Note: This list is not a complete picture of all the position's responsibilities, as this is a new position and responsibilities can change/vary at any time.

Physical Demands

Must be able to sit for extended periods of time.

Must be able to effectively communicate using written, oral, and computer methods. Must be able to operate office machinery and computer.

Must be able to lift a minimum of 20 pounds.

Job Type: Full-time

Salary: \$65,000.00 to \$85,000.00 /year

Qualification questions (Please send answers to these questions along with your resume):

How many years of Business Management experience do you have?

How many years of Financial Analysis experience do you have?

How many years of Human Resources experience do you have?

How many years of Legal experience do you have?

How many years of Tribal Economic Development experience do you have?

Have you completed the following level of education: Bachelor's?

**Please send resume and answers to questions above to
Crystal Newman at crystalnewman@lrboi-nsn.gov**