



**Little River Holdings, LLC**  
**Economic Development Corporation**  
**Assistant Director Posting**

**PAY SCALE: \$65,000-\$85,000 per year**

**POSITION OBJECTIVE:**

The *Assistant Director*, working under the direction of Little River Holdings, LLC- Board of Directors, will be responsible for learning all aspects of the Economic Development Corporation and its subsidiaries. The *Assistant Director* will develop and promote economic initiatives and provide services to support entrepreneurship. The *Assistant Director* will also contribute to strengthening the tribal economy, and advancing the broader economic and community development goals of the Little River Band of Ottawa Indians as it aligns to the economic development strategy of the EDC.

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***Mission and Vision for Little River Holdings, LLC:***

***MISSION:*** Provide a legal structure built under sovereign tribal laws to house the economic development entities, other than the Manistee Casino, whose purpose is to create monetary profits and tribal community benefits.

***VISION:*** Little River Holdings, LLC will seek to become the parent economic development entity of the Nation, acting as the direct link between related entities and the will of the Tribal Council and Ogema, wherein profit and/or tribal community oriented businesses will be housed that are integral to the operations, financial health, economic self-sufficiency, and continued existence of the Nation.

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**SUMMARY OF DUTIES:**

- Learn all aspects of the business functions of the Economic Development Corporation and its subsidiaries.
- Provide professional economic development advice, assist in the oversight, application, and permitting process, and serve as a local and regional advocate for economic development.
- Grow and create profitable business development initiatives.
- Identify and remove roadblocks to business start-ups and encourage tribal entrepreneurship as appropriate.
- Develop contacts with local, city, state, or federal economic development programs or services to benefit and promote economic initiatives.
- Responsible for branding and marketing that measurably increases marketplace awareness.
- Report to the Board of Directors as required. This includes planning, reporting and other program or status updates.
- Provide information and/or makes presentations to supervisors, boards, commissions, civic groups, businesses, individuals and the general public on economic development issues, programs, services and plans.
- Conduct other related work to the benefit of the Economic Development Corporation.
- Present a professional image to clients, visitors, customers and the public.

## **EDUCATION, SKILLS, ABILITIES AND QUALIFICATIONS**

- Bachelor's degree in Business Administration, Master's preferred, or related field.
- Must possess a minimum of 3-5 years of experience in business or economic development related positions, supplemented by education, training or on-the-job learning in the following areas: finance or business development.
- Prepare reports and documents on a scheduled or unscheduled basis using database and MS Office products.
- Experience in analyzing financial feasibility, profit-loss, and ROI calculations
- Strong computer skills, including Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel) and experience preferred.
- Excellent verbal and written communication skills; the ability to call, connect, and interact with potential business leads.
- Demonstrated conflict resolution and negotiation skills.
- Excellent analytical and time-management skills.
- Ability to work independently and as an active member of a team.
- Social media platforms and marketing experience.
- Strong and effective relationships with subordinates, directors and external partners.
- Adhere to EDC policies and procedures, including confidentiality, as required.
- Valid Michigan driver's license with the ability to be insured under the LRBOI insurances.

### **Equal Employment Opportunity**

Preference will be given first to qualified applicants who are members of the LRBOI and other federally recognized Native American Tribes thereafter.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **Selection Process:**

The Little River Holdings, LLC Board of Directors and administrative staff will handle the scheduling of interviews, review of applications, and will otherwise perform all of the hiring process.

### **Requirements of the Applicant:**

Cover letter and resume.

References – Provide three references who can attest to your experience and capabilities as they relate to services requested. References should include contact name, address, telephone and email.

**Please email your application packet to:**

[crystalnewman@lrboi-nsn.gov](mailto:crystalnewman@lrboi-nsn.gov)