



VACANCY ANNOUNCEMENT

USET Economic Development Director

Date: September 27, 2016

Brief Description of Duties to Be Performed: The USET Economic Development Director under minimal supervision performs responsible administrative work in planning, directing and coordinating economic development program within USET. The incumbent is also responsible for promoting attributes of the area, and preparing reports and presentations concerning economic development activities. This includes but is not limited to, researching funding opportunities, grant writing/coordination as well as the long-range strategy and program development for the growth of organization. The USET Economic Development Director is responsible for organizing and managing the necessary work to create a new stand-alone USET Community Development Financial Institution (USET CDFI), which will be a subsidiary/sister non-profit organization to USET and USET Sovereignty Protection Fund.

Minimum Requirements: Minimum of a Bachelor's degree in Business, Marketing or Nonprofit Management from an accredited college or university, which has equipped applicant with knowledge, skills, and abilities to perform duties of the position. At least five years of direct economic development experience (lending experience a plus). He/she must have a successful track record in proposal development and project management. Have the ability to administer private, nonprofit service organizations, including an understanding of the legal responsibilities and constraints of such organizations. Must have ability to obtain and manage external grants, contracts and donations. Expert communication skills including writing, speaking, listening and organizational skills are a must. He/she must be computer literate and proficient in Microsoft Office including Word, Excel and Access. They must also have demonstrable ability to work with people from diverse cultures including cultural sensitivity and the ability to work within the customs and traditions of various tribal groups. Ability to travel and work irregular hours as necessary.

Position posted: September 27, 2016

Closing Date: Open until filled

Please send cover letter and résumé to:

Tammy Neptune, Human Resources Dept.
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Nashville, TN 37214
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