

Hopi Tribe Economic Development Corporation



HTEDC - Corporate Office

Director of Business Development and Strategic Planning

HTEDC has an opening for a *Business Development & Strategic Planner (Exempt)*
in its Flagstaff office

Salary	DOE
Open	2/18/13
Close	Open Until filled

The Hopi Tribe Economic Development Corporation is the off-reservation economic development arm of the Hopi Tribe with operational entities in varied industries throughout Northern Arizona. The prospective candidate should be familiar with working with local governments, tribal governments and multiple industries.

Position Summary

Under the direction of the Hopi Tribe Economic Development Corporation CEO, the Director of Business Development & Strategic Planning will oversee the strategic planning process, development and growth of profitable new business opportunities and the Corporation's acquisition strategy. The Director of Business Development and Strategic Planning is responsible for all aspects of managing and motivating the business development of the HTEDC; also ensure business growth through directing and managing the HTEDC business development strategy.

Position will have to work autonomously and with all levels of the organization to foster the strategic plan, business development and acquisition activity. In addition the successful candidate will have a strong understanding of marketing, financial modeling and developing infrastructure in support of a new businesses and be able to foster the growth of an idea to full implementation.

Duties and Responsibilities:

- Develop a comprehensive business development strategy that is aligned with the Senior Management's and Board of Directors vision on direction for the corporation.
- Implement business development plan with assistance of project managers, General Managers and Home Office Staff.
- Develop and lead the Business Development strategy in sourcing, managing and implementing new business acquisitions and opportunities.
- Screens potential business deals by analyzing market strategies, deal requirements, potential, and financials; evaluating options; resolving internal priorities; recommending equity investments.
- Locates or proposes potential business deals by contacting potential partners; discovering and exploring opportunities.
- Develops the strategic plan of the corporation, adhering to direction set by HTEDC CEO and Board of Directors.
- Assess the company's environment and resources.
- Identify objectives and priorities necessary to accomplish the goals of the corporation.

Hopi Tribe Economic Development Corporation
Business Development/Strategic Planner Job Description

- Conduct organizational assessments to identify strengths, weaknesses, opportunities and threats.
- Provide product management leadership with market requirements and opportunities
- Analyze, research, and make recommendations on business functions (i.e., Marketing, Vendor contracts, etc.)
- Facilitate Change Management initiatives to ensure the growth of the organization is equipped with adequate infrastructure & processes to support growth.
- Make decisions for the organization by assessing ROI, risk and cost/benefit.
- Impact the profitability of the company through ensuring the strategic and tactical management decisions and new business development results.
- Ensure efficient and effective marketing, advertising and promotional planning through marketing initiatives.
- Prudently manage resources within budgetary guidelines, according to company policy and within ethical corporate governance guidelines.
- Develops negotiating strategies and positions by studying integration of new venture with company strategies and operations; examining risks and potentials; estimating partners' needs and goals.
- Closes new business deals by coordinating requirements; developing and negotiating contracts; integrating contract requirements with business operations.

Required Minimum Qualifications:

- Bachelor's degree in Business Management or Marketing; MBA preferred.
- Minimum seven (7) years of demonstrated business development experience.
- Prior experience in strategic planning, business development, acquisition sourcing, government contracting and due diligence.
- Strong MS Office skills including Excel modeling, Word and Power Point
- Knowledge of Federal, State, and Tribal laws pertaining to operation of an enterprise on Indian trust land. Knowledge of Hopi Tribe's specific laws and compacts preferred
- Valid driver's License with the ability to be insured under the HTEDC insurance
- Demonstrated ability to plan and direct others to accomplish complex major activities and report on operations and activities which are very broad in scope
- Strong interpersonal written and verbal communications skills
- Subjected to irregular and extended work hours
- Requires decision-making as a significant part of the job, affecting a large segment of the organization and the general public

Interested and qualified candidates are encouraged to submit a resume to jbird@htedc.net.

EEO. Preference will be given to qualified applicants who are members of the Hopi Tribe and other federally recognized Native American tribes.