



Vacancy Announcement (Open until Filled)

Position Title: CDFI Project Director
Location: Lincoln, NE
Salary: (\$32,552 - \$45,784)
Grade: 6
Department: PEDCO
Supervisor: PEDCO President
FLSA Status: Exempt
Classification: Full-time

Summary:

To provide overall management and development of Ponca Community Development Corporation, a start up Native CDFI. The Project Director will report to the PEDCO President. The mission of the Ponca Community Development Corporation is to provide financial opportunities to stimulate economic development for the Ponca Tribe of Nebraska, promoting self-sufficiency, self-determination and an enhanced quality of life for the Ponca community.

Responsibilities and Duties:

1. Board of Directors: Manage relationship with the Board of Directors, including providing regular reports on activities, reporting on the financial status of the corporations, recommending program guidelines, etc. Recruit new Board and Committee Members as appropriate. Staff all Board committees.
2. Financial Management: Prepare and manage annual operating budget to maintain fiscally sound operations. Manage all resources in a fiscally responsible manner in compliance with all internal policies and within GAAP.
3. Organizational Development: Directing all program components, including training, business technical assistance, lending programs, ongoing management assistance and business and personal support services.
4. Human Resources Management: Hiring, supervising, recruiting and motivating staff, committee members, and volunteers, and promoting development of their skills and leadership abilities.
5. Lead Fundraising committee to develop and implement capitalization plan.
6. Develop proposals for funding, including operations, equity capital and debt capital.

7. Cultivate and maintain contacts with a variety of existing and potential funding sources.
8. Ensure that all funding restrictions and reporting requirements are met.
Relationships and Authority:
9. Develop and implement loan program based on Board approved loan policies.
10. Continue to market and operate loan program.

Working Environment and Physical Demands:

Sits, stands, bends, lifts, and moves intermittently during work hours.

Qualifications:

Minimum:

- Bachelor's Degree in Business Administration, Finance, Marketing or Economics or and equivalent combination of experience and education.
- Demonstrated entrepreneurial skills, with preference for experience with a start-up operation.
- Knowledge of non-profit organizations.
- Knowledge of small business development, including microenterprise field, business resource programs and the principles involved in delivering programs for microentrepreneurs.
- Experience working with Native Americans and Native American Tribes is extremely beneficial.
- Ability to effectively communicate orally and in writing in order to prepare reports and correspondence, explain practice standards, and agency policies and programs.
- Computer proficiency with Word, Excel spreadsheets, PowerPoint, and Access database programs.
- Must have a valid driver's license and be insurable.
- Must successfully pass drug and alcohol testing, motor vehicle, education, character, and criminal background checks.
- Able and willing to travel.

Preferred:

- Master's Degree.
- Minimum two years work experience in community economic development preferred.
- Experience working with governmental agencies and Board of Directors preferred.
- Knowledge and understanding of Public Law 93-638: Indian Self-Determination Act.

Preference will be given to Ponca Tribe of Nebraska members or members of a federally recognized tribe. However, all qualified individuals are eligible.

The Ponca Tribe of Nebraska is an at-will employer.

PEDCO Board of Directors Approval: