

**Kwahn Corporation**  
P.O. Box 1087  
Burney, CA 96013



[www.KwahnCorporation.com](http://www.KwahnCorporation.com)

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Jerrilyn Spencer Chairperson	Benito Gomez Vice-Chairperson	Michael Avelar Treasurer	Sophia Villarruel Secretary	Angela Wilson Board Member
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## **EXECUTIVE DIRECTOR JOB DESCRIPTION**

**Position title:** Executive Director

**Department:** Administration

**Reports To:** Kwahn Board of Directors

**Classification:** Exempt

**Supervises:** Pit River Mini Mart Manager, Montgomery Creek Store Manager, Chimney Rock Travel Center Store Manager, Mudslingers Coffee Shop Manager, Controller

**Status:** Full time

**Annual Salary Range:** \$80,000-120,000/annual (DOE)

**Position Summary:** At the direction of the Kwahn Board of Directors, the Executive Director leads the strategic, financial, and administrative functions of Kwahn Corporation and provides the highest level of quality, consistent with the efficient use of our resources. The Executive Director develops and implements goals, strategies and policies that result in effective and responsible management of the corporation, staff, and finances. The Executive Director reports directly to the Board of Directors providing input, recommendations and plans of action to develop and implement viable economic development ventures and opportunities.

### **Essential Duties and Responsibilities:**

1. Directs and oversees management of key personnel, providing direction and guidance, policy interpretation and support of the day to day operations of all Kwahn Corporation enterprises.
2. Advance Tribal economic growth with new businesses and improvements and expansions of existing businesses by developing and evaluating opportunities, making recommendations to the Board, and implementing approved projects to an on-time, within budget completion.
  - a) Conduct analysis and market research to create a needs assessment which will outline areas of business opportunity and/or economic growth for effective strategic planning.
  - b) Lead the planning, development and implementation of the 5-year Strategic plan and Economic Development plan; in collaboration with the Board of Directors, Tribal Council, and community to ensure the goals and objects are reflective of and responsive to the economic needs and desires of the Tribe.
3. Develops, implements and maintains management controls, policies and procedures, financial management, quality assurance, and human resources management.
4. Ensure all contracts and proposals are compliant, thorough and cost effective prior to seeking approval of the Board of Directors.
5. Maintain familiarity and compliance with all Tribal, Federal, State, and local regulatory requirements applicable to all Kwahn Corporation activities.
6. Establish and maintain professional relationships and diplomatically represent the company with local, state, federal, and other tribal governments and current and prospective vendors, partners, and investors.

7. Ensure the effective management of Kwahn's finances;
  - a) Oversee the preparation of monthly financial reports and annual budgets.
  - b) Ensure that corporation expenditures are within budget and policies are adhered to.
  - c) Using the organizational structure and budgetary allowance, hire and supervise staff as necessary for the efficient operation of the corporation.
8. Manage and mitigate legal risk by working closely with legal counsel to devise efficient strategies, internal controls, and ensure compliance with relevant statutory regulations.
9. Maintain safe work environments for all staff and patrons by regularly evaluating/mitigating risk and ensuring Corporation adherence to all safety policies/procedures.
10. Resolve problems and issues affecting company operations and/or any of its employees.
11. Serves as principal advisor to the Board of Directors in all issues related to the organizational management, economic development and the financial well-being of the corporation. Implement all directives adopted by the Board of Directors.
12. Reports monthly and as needed to the Board of Directors, regarding all operations of the corporation.
13. Travel to and from Kwahn operations, and business-related meetings required.
14. Attend all required meetings with the Board of Directors, Tribal Council, and staff.
15. All other duties as necessary to the position and as assigned.

### **Required Qualifications:**

1. Bachelor's Degree in Economic Development, Business Administration, Marketing, Economics, Finance, or other relevant field, MBA preferred  
AND;  
A minimum of seven (7) years economic development experience, and five (5) years related administrative experience, and three (3) years supervisory experience required; OR any equivalent combination of experience from which comparable knowledge, skill, and abilities have been achieved.
2. Experience with marketing and communication concepts, principles, and strategies.
3. Experience with economic development programs, grants, loans, and services available to Tribes at the local, State and Federal level.
4. Must have the ability to analytically process and evaluate information to reach informed conclusions, perceive opportunities, and identify and anticipate risks.
5. Must understand business principles and how to maximize inventory turns, profit margins, gross margins, and must be able to compartmentalize areas of the business.
6. Must have the ability to manage multiple businesses at the same time and establish priorities for each.
7. Through knowledge of Generally Accepted Accounting principles; including internal controls, budgeting practices, methods, and procedures.
8. Understanding and cultural humility of the unique Tribal government structure, and its community.
9. Considerable knowledge and success in leadership roles; developing strong teams using, collaborative, participatory leadership concepts, principles, practices, and methods.
10. Exceptional negotiation skills.
11. Ability to work independently on assigned tasks as well as to accept direction on given assignments.
12. Must have the ability to work well under pressure.
13. Must pass a pre-employment drug screening prior to employment and maintain compliance with Drug-Free Workplace policies.
14. Must pass a pre-employment background check.
15. Must have a valid driver's license.

**Indian Preference:** Pit River Tribal Member and Indian Preference will be given to qualified Native Americans under the Federal Indian Preference Act (43 CFR 17.3 (d)). Applicants claiming Indian Preference must submit verification of Indian certification by Tribe or affiliation or other acceptable documentation of Indian heritage.

### **Knowledge of Pit River Tribe**

The Pit River Tribe is a Tribe comprised of eleven (11) autonomous bands that, since time immemorial, have resided in the area known as the 100-mile square, located in parts of Shasta Siskiyou, Modoc, and Lassen Counties in the State of California.

This position requires awareness and deep appreciation of the Pit River Tribe and its traditions, customs, and socioeconomic needs. It requires the ability, at all times, to meet and deal effectively in communicating and engaging Native people and tribal organizations. This requires tact, courtesy, confidentiality, discretion, resourcefulness, and good judgment in handling sensitive issues.

To apply please contact:

Pit River Tribe  
Phone: (530)335-5421 ext.2102  
Fax: (530)335-3140 Fax  
[HR@pitrivertribe.org](mailto:HR@pitrivertribe.org)