



JOB DESCRIPTION		POSITION: Executive Director
LOCATION: <input type="checkbox"/> Pit River Mini Mart <input type="checkbox"/> Chimney Rock Travel Center <input type="checkbox"/> Mudslingers Coffee <input checked="" type="checkbox"/> Administration <input checked="" type="checkbox"/> Other: Hybrid eligible		
REPORTS TO: Board of Directors	SALARY GRADE: 14	SALARY RANGE: \$131,011.86 - \$196,517.79
STATUS: <input checked="" type="checkbox"/> Full Time <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Part Time <input type="checkbox"/> Non-exempt		APPROVED: 02/09/2026 UPDATED:

POSITION SUMMARY

The Executive Director is responsible for overseeing existing enterprises, leading the strategic execution of the Tribe’s economic development and diversification plans, and advancing new business ventures that support Tribal sovereignty, resilience, and long-term prosperity. The Executive Director ensures operational excellence, financial stewardship, and alignment with Tribal values and governance.

- ESSENTIAL DUTIES AND RESPONSIBILITIES**
- Governance and Leadership
1. Directs and oversees management of key personnel, providing direction and guidance, policy interpretation, and support of day-to-day operations to all enterprises.
 2. Develops, implements, and maintains financial management, quality assurance, and human resources management policies and procedures.
 3. Maintains familiarity and compliance with all Tribal and applicable regulatory requirements. Manages and mitigates legal risk by developing efficient internal controls and strategies, and ensures compliance with applicable regulations.
 4. Ensures all contracts and proposals are compliant, thorough, and cost effective prior to seeking approval of the Board of Directors.
 5. Serves as a liaison between Kwahn Corporation, Tribal Council, and external partners.
- Enterprise Management
6. Maintains safe work environments for all staff and patrons by regularly evaluating/mitigating risk and ensuring Corporation adherence to all safety policies/procedures.
 7. Resolves problems and issues affecting company operations and/or any of its team members.
 8. Travels to and from Kwahn operations and attends all required meetings with the Board of Directors, Tribal Council, and staff.
 9. Provides regular reports to the Board of Directors and Tribal Council regarding all operations of the Corporation.
 10. Hires and supervises staff as necessary for the efficient operation of the Corporation.

11. Serves as the principal advisor to the Board of Directors on all issues related to the management, economic development, and the financial well-being of the Corporation. Implements all directives adopted by the Board of Directors.

Financial Oversight

12. Oversees the preparation of monthly financial reports and annual budgets.
13. Works with management to evaluate performance and leads improvements in customer service, profitability, and operational efficiency.
14. Ensures that Corporation expenditures are within budget and policies are adhered to.

Strategic Execution and Diversification

15. Advances 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. Conducts 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. Leads the planning, development, and implementation of strategic plans, and ensures goals are reflective of and responsive to the economic needs and desires of the Tribe.
 - c. Translates strategic goals into actionable plans with clear timelines, budgets, and performance metrics.
16. All other duties as necessary to the position and as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Must have the ability to analytically process and evaluate information to reach informed conclusions, perceive opportunities, and identify and anticipate risks.
2. Must understand business principles and how to maximize inventory turns, profit margins, gross margins, and must be able to compartmentalize areas of the business.
3. Must have the ability to manage multiple businesses at the same time and establish priorities for each.
4. Thorough knowledge of generally accepted accounting principles, including internal controls, budgeting practices, methods, and procedures.
5. Understanding and cultural humility of the unique Tribal government structure and its community.
6. Considerable knowledge and success in leadership roles; developing strong teams using collaborative, participatory leadership concepts, principles, practices, and methods.
7. Exceptional negotiation skills.
8. Ability to work independently on assigned tasks as well as to accept direction on given assignments.
9. Must have the ability to work well under pressure.
10. Must have a valid driver's license.



EDUCATION AND EXPERIENCE

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. Experience with 8(a) contracting, fee-to-trust development, real estate development, and Tribal governance.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

1. This position involves long periods of sitting and may include walking, bending, crouching, stooping, stretching, reaching, or similar activities, and lifting of moderately heavy items, up to 25 lbs.

NATIVE AMERICAN 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 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.



ADDITIONAL INFORMATION

1. The statements in this job description are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified.
2. A job description does not establish a contract for employment and is subject to change at the discretion of the Kwahn Corporation.
3. Must pass a pre-employment drug screening prior to employment and maintain compliance with Drug-Free Workplace policies.
4. Must pass a pre-employment background check.

