



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-4367 | 4366 | 2175 | 6561 • Fax (360) 374-4368



Quileute Tribe Job Description

Economic Development Project Manager

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutetribe.com/job-openings/

Via email: hr@quileutetribe.com

-OR-

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED, If Applicable**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: **ECONOMIC DEVELOPMENT PROJECT MANAGER**
Supervisor: Grants & Special Projects Manager
Location: La Push, WA (possibility for REMOTE/Hybrid Option)
Work Info: Full Time: 40 Hrs/Week (M-F) **GRANT FUNDED through 9/30/2029**
Salary: Starting salary \$35-\$45/hr DOQ/E

POSITION SUMMARY:

The Economic Development Project Manager will operate within the Tribe's planning department overseeing the development and implementation of major economic development projects, including those outlined in the Tribe's Comprehensive Economic Development Strategy (CEDS). This role involves managing infrastructure and enterprise development initiatives, collaborating with stakeholders, and ensuring alignment with the Tribe's economic goals.

The EDPM will coordinate planning efforts and provide regular progress updates to the Tribe's leadership serving as a liaison between the Quileute Tribal Enterprise (QTE) Board and staff and the Quileute Tribal Council (QTC) and staff. Responsibilities include developing an annual work plan, seeking and applying for applicable funding opportunities, developing RFPs for contracted services, and managing contracts and contract deliverables.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Developing scopes, budgets, schedules, and measurable outcomes for priority projects.
- Coordinating infrastructure, acquisition, tourism, and small-business initiatives.
- Managing consultants, studies, procurements, and implementation partners.
- Preparing business cases and recommendations for Tribal Council and QTE.
- Coordinating with the City of Forks, NODC, Clallam County, lenders, agencies, and other partners.
- Identifying complementary grants, financing, and private investment.
- Preparing and submitting grant applications.
- Developing/managing Request For Proposal (RFP) opportunities and associated contracts.
- Working closely with Executive team members to develop and implement the Tribes goals and objectives and to make recommendations to, and, when necessary, seek approvals from, the Tribe's governing body.
- Prepare budgets and an annual plan to further economic development initiatives.
- Advance Tribal economic growth with new businesses and improvements and expansions of existing businesses by developing and evaluating funding opportunities, making recommendations to QTC and QTE and implementing approved projects on time within budget.
- Establish and maintain professional relationships with local, state, federal and other tribal governments and with current and prospective vendors, partners, and investors.
- Maintain project files, records, and databases.
- Maintain familiarity and compliance with all Tribal, Federal, State, and local regulatory requirements applicable to activities being conducted.
- Research, collect, and analyze information necessary to meet economic development and

- Other tribal goals.
- Providing regular reports to QTC and QTE.
- Attend all required meetings with the Tribal Council and staff.
- All other duties as necessary to the position and as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

- Knowledge and skills in Project Management, Business Planning, and Strategic Planning
- Grant writing/management
- Knowledge of contracting and basic employment and governance concepts.
- Knowledge of Microsoft 365 and Microix and use of standard office software and databases.
- Effective written and verbal communication.
- Accurate recordkeeping and handling of confidential information.
- Strong negotiation and relationship-building skills.
- Ability to work independently on assigned tasks as well as to accept direction on given assignments.
- Must have the ability to analytically process and evaluate information to reach informed conclusions, perceive opportunities, and identify and anticipate risks.
- Must be able to read, analyze, and interpret financial reports and legal documents.

WORK ENVIRONMENT:

Work is primarily performed in an office setting with periodic travel to project sites and locations. The position requires occasional travel for conferences, fieldwork, attendance at meetings, and interaction with contractors, Tribal members, and staff.

PHYSICAL DEMANDS:

Must be able to sit for extended periods. Evening or weekend hours may occasionally be required for inspections or community events.

SUPERVISORY RESPONSIBILITY:

None

QUALIFICATIONS:

Required Qualifications:

- Associate's degree in business administration, economic development, public administration, communications, project management, or a related field; AND
- Three years of administrative, project management, program support, grant writing/grant management, or related professional experience;
- OR, five years' equivalent experience in economic development, project management, business administration, public administration, or related fields.
- Valid Driver's License, ability to get a WA State Driver's License within 60 days, and insurable under the Tribe's policy.
- Must pass a background check and pre-employment drug screening.

Preferred Qualifications:

- Bachelor's degree & two years grant writing/grant management experience.
- Experience working with Tribal government or tribally owned business enterprises.

GENEROUS BENEFITS PACKAGE:

- Employer subsidized medical, dental, vision package
- Employer supported 401K
- Employer paid life insurance
- Paid holidays
- Professional development assistance
- Employee Assistance Program

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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