

Wisconsin Indigenous Economic Development Corporation (WIEDC)

CEO Position Description

Updated September 7, 2022

Position Title: Chief Executive Officer, WIEDC

Reports To: WIEDC Board of Directors

Status: Full Time, Exempt

Location: Remote, With Future Office Location to be Determined

OVERVIEW:

The Wisconsin Indigenous Economic Development Corporation (WIEDC) is a coalition of non-profit organizations with a mission to expand Native economic development by building the financial sovereignty of Native individuals, families, Native-owned businesses and communities in Wisconsin.

Working together, WIEDC Members are Native Community Development Financial Institutions (CDFIs) that collaborate and leverage resources to maximize access to loans, training and counseling to best serve Tribal Members. Target Market is the 11 Federally recognized Tribes in Wisconsin – both on and off reservation communities.

WIEDC Members collectively work to bring millions of dollars to Midwest Indian Country from corporations, foundations and government programs to deliver our continuum of loan products and capacity-building technical assistance services to Native individuals, families, businesses and communities.

POSITION SUMMARY:

The CEO serves as chief administrative and executive officer of the organization for the Board of Directors, overseeing all day-to-day administration and management of operations, as well as the long-range strategy and program development for the growth of WIEDC's programs and services.

DUTIES AND RESPONSIBILITIES:

1. Implements the mission and carries on the general affairs of the Corporation to reach and maintain the primary goals of the organization on behalf of and in cooperation with the Board of Directors.
2. Represents the Corporation in local, state, regional and national venues on issues in accordance with the policies and goals of the organization, in matters that address Native community development financial institutions, financial education, entrepreneurship, and other asset building and community development efforts.
3. Engages in policy and advocacy efforts in all areas affecting the corporation and its principal products and services.
4. Serves as the Chief Executive of the Corporation, overseeing all day-to-day administration and regular delegation of the Corporation's activities and duties.
5. Recommends larger policies and projects to the Board of Directors, and leads the charge for the development of recommendations for long-term strategic plans through and with the assistance of the Board of Directors, Officers of the Corporation and senior staff.
6. Arranges for and attends all Board of Directors meetings.
7. Oversees the preparation of the Board agenda, meeting notification and maintenance of a complete record of minutes.

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8. Creates/reviews and approves the development of all policies and procedures adopted by the Corporation and implements said policies after approval by the Board of Directors.
9. Makes periodic and annual reports to the Board of Directors concerning programs and financial matters of the Corporation.
10. Creates and provides annual budgets to the Board of Directors for approval of the expenditure of monies. Implements and oversees operations as approved by the Board in accordance with approved budgets and plans.
11. Prepares regular CEO, financial and activity reports as requested by the Chairperson or Board of Directors, as well as holds oversight on fiscal activity of the corporation in coordination with the finance and administrative staff.
12. Coordinates External Relations and is active in fundraising, capitalization and development activity, engaging as lead contact when necessary.
13. Serves as the chief spokesperson for the corporation for media and other forums in coordination with the department staff and the Board of Directors.
14. Responsible for hiring, supervising and disciplinary action, including termination, of employees.
15. Works with Member CDFIs on project coordination, classes, events, conferences and interdisciplinary efforts that require multi-CDFI participation.
16. Build, implement, and monitor strong system of support for Member CDFIs with shared services, loan participation, and capitalization.

EDUCATION AND EXPERIENCE:

1. Graduate degree required or an equal amount of time of demonstrated leadership and administrative capability in the profit or nonprofit arena, preferably dealing with economic or community development in Native communities. Bachelors required.
2. Minimum five years staff or consultant supervision experience in nonprofit sector.
3. Proven presentation skills in a large audience setting.
4. Minimum four years experience with Native non-profit organization or other community or economic development NGO – particularly in the financial institution or CDFI development field.
5. Experience in Native community or economic development.
6. Experience in Policy and Advocacy issues that affect Native communities and is versed in these issues to participate in panel discussions or other venues of discussion.

KNOWLEDGE, SKILLS, ABILITIES, and PHYSICAL REQUIREMENTS:

1. Strong written productive and verbal communications skills required.
2. Ability to think independently, excellent prioritization, high level of planning, and excellent multi-tasking capabilities.
3. Strong awareness of the complexities and challenges of community development finance and small business development in Native communities.
4. Strong business and financial analysis skills required.
5. Ability to work constructively with diverse constituents and as a participant on multi-disciplinary teams required; establish and maintain effective working relationships with Tribal, federal, state, regional and local agencies and organizations, community leaders and the general public.
6. Travel will be required.
7. Strong understanding of managing a remote working team.

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8. No extraordinary physical requirements beyond ability to travel. Job involves normal physical requirements for an office position. WIEDC supports and complies with ADA.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (title 25, USC Section 472).

WIEDC offers an employee benefit package stipend equivalent to 20% of the employee's annual salary.

TO APPLY:

Send your letter of interest and resume to coordinator@wiedc.org.