

**Job Posting:**  
**EXECUTIVE DIRECTOR**  
**PIMA LEASING & FINANCING CORPORATION**  
**A Gila River Indian Community Corporation**

**I. OVERVIEW**

The Executive Director is responsible for coordinating and supervising the day-to-day operations of the Pima Leasing & Financing Corporation (the “**Corporation**”) including directing and coordinating activities of Corporation staff. The Executive Director manages and monitors the Corporation’s portfolio and measurable goals and associated deliverables aligned and supporting overall mission, vision and values of Pima Leasing and Financing Corporation.

**II. ESSENTIAL FUNCTIONS**

**A. CORPORATION MISSION AND STRATEGY:**

- Work with the Corporation’s Board of Directors (the “**Board of Directors**”) and Corporation staff to ensure that the mission of the Corporation is fulfilled through programs, strategic planning, and community outreach.
- Develop and maintain relationships within the financing and lending communities.
- Lead the Corporation in a manner that supports and guides the Corporation’s mission, as defined by the Board of Directors.

**B. BOARD OF DIRECTORS:**

- Manage and direct the day to day operation of the Corporation officers and staff under the oversight of the Board of Directors.
- Report to the Board of Directors as required under a schedule established by the Board of Directors.
- Communicate effectively with the Board of Directors and provide, in a timely and accurate manner, all information necessary for the Board of Directors to function properly and to make informed decisions.
- Submit a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the Corporation, to the Board of Directors.
- Seek approval from the Board of Directors for relevant decisions pursuant to established protocol.
- Provide leadership in developing program, organizational, and financial plans with the Board of Directors and staff.
- Carry out plans and policies authorized by the Board of Directors.

**C. FINANCIAL PERFORMANCE AND VIABILITY:**

- Develop resources sufficient to ensure the financial health and integrity of the Corporation.

- Ensure fiscal management that generally anticipates operating within the Board of Directors approved budget, ensures maximum resource utilization, and maintenance of the Corporation in a positive financial position.
- Fundraise and develop other resources necessary to support Pima Leasing & Financing Corporation's mission.
- Manage and monitor the Corporation's overall portfolio.
- Manage and monitor the Corporation's oversight of leasing of Community trust lands and resources for commercial, agricultural, and other purposes.
- Manage and monitor programs that provide financing and business development services for Community members.
- Develop and manage new or existing business development and lending services for Community members.

**D. IN RELATIONS WITH THE GILA RIVER INDIAN COMMUNITY:**

- Cooperate with the Gila River Indian Community (the "**Community**") Treasurer's Office to obtain and maintain an investment-grade bond rating for the Community and determine financing capacity for the Community and PLFC.
- Liaise with Community governmental entities, Community business entities, Community General Counsel's office, and appropriate external governmental entities to apply for Tribal Economic Development bonds and other appropriate financing.
- Establish loan and repayment standards for borrowers.
- Develop and maintain relationships with Community governmental and other entities.
- Comply with, and ensure all staff members comply with, Title 12 of the Gila River Indian Community Code.
- Submit required reports and compliance plans to the Tribal Employment Rights Office, as required under Title 12 of the Gila River Indian Community Code.

**E. IN RELATIONS WITH THE LOAN REVIEW COMMITTEE:**

- Coordinate with the Loan Review Committee in order to further the purposes of the Corporation.
- Assist the Board of Directors, the Community Treasurer, and the Loan Review Committee to develop standards for evaluating and scoring business proposals and personal loan applications.
- Serve as a resource to the Loan Review Committee for independent, objective evaluation of business loan proposals and applications and personal loan applications.
- Assist the Board of Directors with creating, maintaining, and updating Business Loan Policies and Procedures and Personal Loan Policies and Procedures.

**F. IN RELATIONS WITH CORPORATION STAFF:**

- Be responsible for the recruitment, employment, promotion, and release or termination of all staff.
- Ensure that job descriptions are developed, that regular performance evaluations are held, and that appropriate human resource practices are in place.

- See that an effective management team, with an appropriate provision for succession, is in place.
- Directly supervise Corporation employees and contractors.
- Encourage staff development, training, and education.
- Maintain a professional climate that attracts, retains, and motivates a diverse staff of qualified professionals.
- Direct the development of appropriate human resources related policies and procedures.
- Ensure compliance with all policies related to conflicts of interest and gifting.
- Investigate all reported cases of harassment or discrimination immediately and take all necessary steps in order to end such harassment or discrimination.
- When necessary, determine the appropriate disciplinary action based on the facts of a given situation, and comply with all grievance procedures of the Corporation, as set forth in the Corporation's Employee Policies and Procedures Manual.
- Conduct workplace searches.
- Review and approve staff leave and overtime requests.
- Authorize staff member work travel and approve travel-related expenses.
- Coordinate with the Office Manager to maintain Corporation files, including staff files.
- Ensure compliance with the Gila River Indian Community Constitution, Codes, Ordinances, Resolutions, and Policies and Procedures.
- Assist the Board of Directors with creating policies and procedures, including the regular update of such policies and procedures.

#### **G. ADDITIONAL FUNCTIONS**

- Contract with third parties to conduct or otherwise provide: due diligence, legal counsel, accounting, grant writing, financial, advisory, and other professional services.
- Establish Community member mentee program.
- Perform other related duties as assigned.

The foregoing is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, the Board of Directors reserves the right to revise the job or to require that other or different tasks be performed as assigned.

#### **III. REQUIRED KNOWLEDGE, SKILL, AND ABILITIES**

- Excellent leadership skills and knowledge of principles and practices of staff management and supervising.
- Knowledge of the organization and functions of tribal governments.
- Working knowledge of computer operation and software: Microsoft Word, Excel, and PowerPoint at an advanced level.
- Considerable knowledge of the legal, ethical, and professional rules of conduct for finance professionals.

- Considerable knowledge and understanding of Government Accounting Standards Board and Financial Standard Board principles, practices, generally accepted accounting standards and requirements.
- Considerable knowledge and understanding of the principles, practices, methods, and techniques of effective management, strategic planning, forecasting, budgeting, and critical thinking in the development of programs and services aligned and integrated with the Community's mission, values, and goals.
- Knowledge of applicable federal and Community leasing regulations.
- Must be a person with high integrity, honesty, and professional decorum.
- Skill in organizational and interpersonal writing, and communication.
- Skill in identifying, analyzing, and solving unprecedented problems using a high degree of independent judgment and personal initiative.
- Ability to develop financial and management strategies and plans designed to support, integrate with, and further department and Community government objectives and goals.
- Ability to utilize effective communication and problem-solving skills with all levels of the Corporation to efficiently identify issues, concerns and interests and provide effective solutions.
- Ability to maintain confidentiality and exercise discretion with regard to employee and/or business matters, when appropriate.
- Ability to apply strong and effective negotiation and communication skills to complex relationships.
- Ability to understand and interpret a variety of complex agreements and contracts including financial and operational statistics, models, and assumptions.
- Ability to prepare and present comprehensible financial presentations.
- Ability to understand provisions of the Community's Constitution, ordinances, and resolutions as they relate to the Corporation's functions.
- Ability to work effectively with the Community's Council, the Board of Directors, the Loan Review Committee, Community administration, other elected and appointed officials, staff members, and Community members.
- Possess good judgment, loyalty, and integrity.
- Ability to establish and maintain effective working relationships with other staff members, Community officials, and the general public.
- Ability to perform all physical and mental requirements of the position.
- Must maintain a drug-free workplace.

#### **IV. REQUIRED EDUCATION AND EXPERIENCE**

Graduate level degree in accounting, finance, management, or a related field with at least ten (10) years of experience in a senior management position, of which at least five (5) years are in an officer position (e.g., CEO, CFO) with responsibilities directly related to banking, business investments and new business development and new business development. Additional related education or experience may also be considered.

## **V. COMPENSATION AND BENEFITS**

- The Executive Director position is an exempt, salaried position. Salary is dependent on experience.
- Benefits include: paid time off, group health insurance, group dental insurance, group vision insurance, and group life and disability insurance.
- PLFC staff members are provided workers' compensation insurance coverage from the day they begin working. PLFC pays the entire cost of this coverage. Staff members are covered by workers' compensation if they are incapacitated by injury or illness resulting from their employment.
- Tuition reimbursement for an advanced degree, subject to the limitations set forth in the Corporation's Employee Policies and Procedures Manual.
- Other benefits as set forth in the Corporation's Employee Policies and Procedures Manual.

## **VI. ADDITIONAL REQUIREMENTS**

- Submission of Motor Vehicle Record with application.
- Experience with tribal governments and entities is preferred.
- A credit check and a background check are both a condition of hire; applicants may be subject to drug and alcohol testing prior to or during employment.
- The Executive Director may be subject to a ninety-day employment probationary period.
- The Executive Director will be subject to and governed by the Corporation's Employee Policies and Procedures Manual.

## **VII. GILA RIVER INDIAN COMMUNITY EMPLOYMENT PREFERENCE**

In accordance with Gila River Indian Community Code Title 12, Labor and Employment, Chapter 5, Community Member Preference, Section 12.502.A, the PLFC shall give a hiring preference to Community members, individual Native Americans, and spouses of Community members for all open employment positions. Such preference is prioritized in the following order: (a) enrolled Community members; (b) other Native Americans; and (c) non-Native-American spouses of enrolled Community members.

As set forth in, Section 12.503 of the Gila River Indian Community Code, the Corporation prohibits discrimination against any employee or applicant for employment because of race, religion, color, sex, disability, age, or status as a disabled veteran. In addition, the Corporation prohibits discrimination against any employee or applicant for employment because of sexual orientation, gender, marital status, or political affiliation.

**VIII. SUBMISSION**

Please submit resumes, cover letters, and other required documentation in a sealed envelope to:

Rosette, LLP  
Attn: Katelin Anderbery  
565 W. Chandler Blvd., Suite 212  
Chandler, AZ 85225

Or via electronic correspondence to:

[kanderbery@rosettelaw.com](mailto:kanderbery@rosettelaw.com)

Closing Date: November 5, 2019