



636 Prospect Rd. / P.O. Box 68 – Pembroke, NC 28372
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LUMBEE REGIONAL DEVELOPMENT ASSOCIATION

JOB ANNOUNCEMENT: CHIEF EXECUTIVE OFFICER VACANCY

Lumbee Regional Development Association (LRDA) is a non-profit organization that was established to provide an array of services for the Lumbee Tribal members and their communities.

Educational requirements:

Bachelor's Degree in Business Administration, Public Administration, Organizational Leadership or related field

Master's Degree in Business Administration (MBA) is preferred

Other requirements:

Candidate must have a minimum of ten years of professional work experience in management and great problem-solving, time management, and leadership skills.

Salary:

Negotiable, contingent upon education, knowledge of tribal programs, federal funding, and work experience with a base salary of \$80,000.00 minimum.

Duties and responsibilities include but not limited to:

- CEO will serve as the primary point of contact for the Board of Directors and shall attend all board meetings to communicate updates, seminar resources, services, and participation in community events and provide any other pertinent information and assignments by the Board of Directors.
- Management of administrative programs, activities, and personnel.

- CEO is required to have direct/ indirect experiences in working with Native Americans and Alaskan Natives.
- Establishes and maintains a high level of communication with LRDA board, the staff, stakeholders of the organization, community and government leaders and program representatives.
- CEO oversees the budget, and all fiscal responsibilities associated with LRDA.
- CEO will implement a purchasing approach where spending is organized into common categories and managed strategically.
- Develop and present proposals to the board of directors with appropriate feasibility studies and required financial statements.
- CEO is required to have knowledge and prior experience with federal grant writing procedures and full implementation of grant(s).
- CEO is responsible for ensuring all employees comply with appropriate credentialing and all current certifications.
- Maintain professional networking relationships with communities on local, state, and federal levels; the CEO is often the spokesperson for the organization and must represent LRDA in a professional manner.
- CEO is responsible for leading and motivating economic and workforce development with long-term goals.
- CEO is responsible for updating policies and procedures to align with today's business strategies and expectations.
- CEO works with other program managers and directors to create an effective leadership team; and will be required to provide management training, support, or coaching to enhance leadership performances.
- CEO is responsible for making major corporate decisions and staying abreast with technological advancement and innovations guiding the organization toward new growth and success.
- CEO collaborates with Lumbee Community Development Corporation (LCDC) to fulfill their commitment to the Lumbee Community. CEO should be familiar with 8a certification requirements and the implementation process.
- The CEO is responsible for coordinating the annual Lumbee Homecoming activities; understanding the importance of organization planning, and manpower required for successful, safe activities with all Homecoming events.

- CEO is responsible for securing large corporate sponsorships and seeking new sponsors for Lumbee Homecoming activities.
 - The CEO must be creative, and receptive to new ideas and programs that will enhance services for the people and promote organizational growth.
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How To Apply

Candidates interested in the **Chief Executive Officer** position for Lumbee Regional Development Association must submit a resume and a cover letter to Mrs. Darlene Cummings, Executive Assistant at dcummings@lumbee.org.

Deadline to Submit Application: by no later than 4:30 p.m. on October 11, 2024

The candidate selected for the position will be required to go through a criminal background screening and provide two (2) letters of reference from a previous employer.

If there are any questions, please contact Mrs. Darlene Cummings via email or by phone: (910) 522-2142. You will be notified within two (2) weeks of the closing date of application as to whether you have been selected for an interview.

Thank you for your interest in the ***Lumbee Regional Development Association!***