

Confederated Tribes of the Colville Reservation

Position Description

Position: Chief Executive Officer	Position Number:
Department/Site: Lucy Covington Government Center	FLSA: Exempt
Evaluated by: Billy Nicholson, CFO & Brian Nissen, HR Director	Salary Grade: 134

Summary

The Chief Executive Officer (CEO) oversees the management, financial, and staff functions of the Colville Retail Marijuana Sales (CRMS) and all member companies including all subsidiaries, affiliates and futures business enterprises assigned, acquired, or developed.

Distinguishing Career Features

The Chief Executive Officer is responsible for creating, planning, implementing, and integrating the strategic direction of an organization. This includes responsibility for all components and departments of a business. It is also the responsibility of the CEO to ensure that the organization's leadership maintains constant awareness of both the external and internal competitive landscape, opportunities for expansion, customer base, markets, new industry developments and standards, and so forth. The Chief Executive Officer works closely with the Board of Directors and the executive management team to establish long-range goals, strategies, plans and policies. The Chief Executive Officer reports to CRMS Board of Directors.

Essential Duties and Responsibilities

- Responsible for establishing a corporate culture that reflects the mission, vision and values of CTFC and the Colville Tribes through leadership.
- Provides leadership, direction, and control to all aspects of the CRMS and its member companies' activities within the context of policies established by the CRMS Board, and in, tribal law and applicable state laws.
- Directs and oversees all financial activities of the Corporation, ensuring compliance with Generally Accepted Accounting Principles (GAAP), established policies and procedures, and Tribal and State requirements which includes directing the annual capital budgeting process and oversees audit and tax functions.
- Supervises the investment of funds; works with banks and/or investment bankers to raise capital as required for expansion.
- Provides mentorship and guidance to member company management enabling management to develop realistic long-range strategic plans and annual operating plans to maximize profits, develop management skills and achieve other non-financial objectives established by the Board.
- Through subordinate managers, the incumbent coordinates the daily work activities of the entities; works with management to organize and prioritize work activities; monitors status of work in progress and reviews completed work; consults with staff, assists with complex/problem situations, and provides technical expertise as needed.
- Drives company to achieve and surpass sales, profitability, cash flow, and business goals and objectives.
- Analyzes company operations to pinpoint opportunities and areas that need to be reorganized, downsized, or eliminated. Studies long-range economic trends and projects company prospects for future growth in overall revenues and opportunities for acquisitions or expansion into new product areas.
- Provides financial leadership to strengthen and maintain the Corporation's viability.
- Represent CRMS, LLC to the public, particularly in critical areas of public and political policy.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

Requires demonstrated knowledge of member limited liability companies. Requires proven experience as CEO or in other managerial position. Requires advanced specialized knowledge of modern business management, including the principles and practices associated with integrating unique business functions. Requires advanced-specialized professional knowledge of the theory, principles, and procedures of accounting, auditing and finance and public sector. Requires knowledge of profit and loss, balance sheet and cash flow management and general finance and budgeting. Requires in-depth knowledge of the external audit process. Requires experience in developing profitable strategies and implementing vision. Requires a strong understanding of corporate finance and performance management principles. Requires familiarity with diverse business functions such as marketing, PR, finance etc. Requires in-depth knowledge of corporate governance and general management best practices. Requires an entrepreneurial mindset with outstanding organizational and leadership skills. Requires analytical abilities and problem-solving skills. Requires excellent communication and public speaking skills. Requires advanced language and human relation skills to prepare complex and decisive reports, prepare and deliver formal presentations to large and diverse audiences, and to build productive and effective work teams. Requires an understanding of human resources and personnel management. Requires proven negotiation skills.

■ **Abilities**

Requires the ability to carry out the duties of the position and accomplish its objectives. Requires the ability to integrate a variety of support functions. Requires the ability to organize, train, direct, and motivate staff to achieve high levels of productivity. Requires the ability to optimize financial performance and seek outside funding resources. Requires the ability to make formal presentations to large, diverse, public audiences. Requires the ability to perform long range financial forecasting. Requires the ability to solve complex problems requiring consideration of short and long range implications, trade-offs and risks. Requires the ability to conduct complex analyses of accounting systems, financial reports, business opportunities such as grants and capital projects, and on-going operations. Requires the ability to convert financial information and outcomes into reports of findings and fiscal condition. Requires the ability to plan, organize and prioritize complex and technical work processes in order to meet schedules and timelines. Requires the ability to work cooperatively and productively with others. Requires the ability to build consensus and relationships among executives, partners, and the workforce. Ability to understand new issues quickly and make wise decisions. Requires the ability inspire confidence and create trust. Requires the ability to work under pressure, plan personal workload effectively and delegate.

■ **Physical Abilities**

Requires ambulatory ability to sit for extended periods of time and locate to multiple locations. Requires sufficient manual dexterity to use a computer keyboard and 10-keypad. Requires sufficient visual acuity to recognize printed materials and notice non-verbal behavior. Requires auditory ability to hear and respond to in-person and phone conversations, and give presentations to large audiences.

■ **Education and Experience**

Typically requires Bachelor's Degree in Business Management , Finance, or related field. MBA preferred. (*Transcripts required at time of application*). A minimum fifteen (15) years of progressively responsible experience in management and leadership roles in business. Five (5) years Tribal and other Government experience preferred.

▪ **Licenses and Certificates**

Requires a valid driver's license and be eligible for the Tribes vehicle insurance and maintain throughout employment.

▪ **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

▪ **Special Conditions**

This position is identified as safety sensitive. Must clear an extensive background and maintain clearance throughout employment. Tribal member and Indian preference will apply. Preference will be giving to honorably discharged veterans who are minimally qualified.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Employee Signature

Date

Supervisor Signature

Date

Human Resources Services Manager Signature

Date

Note: Do not revise the job description without consulting with Human Resources.