



JOB DESCRIPTION

Job Title: President of Tunica-Biloxi Services, LLC

Reports to: Chief Executive Officer

Employment Status: Full Time/Exempt

Classification: Exempt

Salary Range: Based on Experience

Supervisory Status: Yes,

Revision Date: 10/08/2024

Summary:

The Tunica Biloxi Industries, LLC (TBI) is a wholly owned economic instrumentality of the Tunica-Biloxi Tribe of Louisiana. Headquartered in Marksville, LA on the Tunica Biloxi Reservation, TBI serves as a holding company with multiple operating subsidiaries engaged in multi lines of business for the federal government and commercial enterprises. Tunica Biloxi Services, LLC, a subsidiary of TBI, is a certified American Indian Tribe (AIT) owned 8(a) company, as well as having Hub Zone status. As an American Indian Tribe owned, small, disadvantaged business, we have the resources to provide innovative and flexible solutions to meet government and commercial objectives.

The President of TBS is responsible for implementing the policies and instructions of the Tunica Biloxi Economic Development Authority (TBEDA's) Board of Directors and the CEO. The President will be responsible for administering the activities of subsidiaries by planning, organizing, directing, monitoring, and inspecting, coordinating, and reporting on their work.

As the President of TBS, you will be at the forefront of implementing TBS's strategic vision and policies ensuring that growth strategies align with the vision and objectives. This role involves overseeing TBS's operations, managing staff, and representing the organization in interactions with government officials, industry stakeholders, and the public.

The President of Tunica Biloxi Services (TBS) will oversee the development, growth and planning of TBS and subsidiaries. This role will be responsible for strategy formulation including developing the corporate vision and strategy, overseeing employees of TBS, strategic planning, and leading strategic initiatives. The President is charged with:

- **Strategic Leadership:** Develop and implement short- and long-range growth and strategy plans. Develop and adhere to policies that manage and support TBS's strategic initiatives and culture and provide comprehensive updates and recommendations to the Board of Directors and CEO.
- **Administrative Oversight:** Direct TBS's daily operations, including contract negotiations, procurement processes, and program evaluations. Ensure effective resource management and oversee the development of internal policies and budgets.
- **Stakeholder Engagement:** Foster strong relationships with public and private sector organizations, engage in public relations activities, and address community and industry concerns.
- **Personnel Management:** Lead and develop TBS's team, including hiring, training, and performance management. Ensure a positive and productive work environment.

RESPONSIBILITIES

President

In the lead role, the TBS President has many responsibilities that are necessary for the organization to run efficiently. Key responsibilities for the President include:

- Meets with the TBI CEO in regular and special meetings; provides information and/or reports regarding TBS operations; develops policies and procedures for implementation.
- Initiates and assists with the development of business plans, feasibility studies, and marketing studies.
- Develops, implements, and monitors immediate and long-range strategic plans in accordance with TBI's vision and goals.
- Initiates and develops contacts for funding sources, supervises the preparation of funding proposals, negotiates contracts and oversees awards. Provides leadership in economic development and actively seeks the development and implementation of economic enterprises.
- Directs and coordinates TBS departments, programs, and enterprises. Designs and implements new programs, monitors contract compliance, and ensures contract compliance with budgetary constraints.
- Interprets legislation and regulations, drafts resolutions and ordinances for TBI approval and advises TBI on pending actions. Acts as a liaison between TBS/TBI and external agencies and attends meetings, conferences, and workshops on behalf of the TBS/TBI.
- Manages staff and compliance with departmental and tribal policies and procedures to include performance management, attendance, salary administration and discipline.
- Oversee TBS's financial affairs, develops and administers budgets, approves TBS purchases and vouchers for payment.
- Maintains and safeguards TBS records, information systems, and physical assets.
- Provides training and professional development opportunities to staff and supervisors.
- Supervises department managers and monitors compliance with personnel policies and procedures.
- Serves on community boards as required by TBS and represents TBS in negotiations as needed.
- Provides regular reports to the Board of Directors and CEO concerning the status of programs, finances budgets and departmental staffing.
- Facilitates communications between TBS and program directors, outside agencies and the Tribal community.
- Oversees and approves departmental hiring and ensures personnel policies and procedures are adhered to throughout the screening, interviewing and hiring process. Makes recommendations to Board of Directors and CEO in regard to new positions to support new programing or program enhancements that require additional funding.
- Other duties as assigned.

QUALIFICATIONS

- Masters Degree (Preferred) or Bachelors Degree, Public Administration, Finance, or related field.
- 7-10 years' experience in federal market business development, capture and proposal development, writing, contract management and coordinating bids.
- Willing to relocate.
- Direct Experience in developing business, and establishing relationships in an SBA 8(a), SBA Mentor Protégé, HUBZone-related business for a federal contractor.
- Native American/Tribal 8(a) experience required.
- Demonstrated ability to develop and execute strategic plans in the federal government arena.
- Proven leadership and team management skills, with the ability to motivate, mentor, and develop revenue generation.
- Strong relationship with small and large system integrators in the federal government contracting area.

- Ability to obtain and maintain a U.S. security clearance.
- Closes new business deals by coordinating requirements; developing and negotiating contracts; integrating contract requirements with business operations.
- Must be comfortable in leading a company in startup mode.
- Must have the ability to travel.

Salary and Incentive Compensation Package Dependent upon Experience

This is not an exhaustive list of all duties and responsibilities associated with it. Tunica - Biloxi Industries, LLC reserves the right to amend and change responsibilities to meet business and organizational needs.

PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN INDIANS. Proof of tribal citizenship is required to be deemed preference eligible.