



The Minnesota Chippewa Tribe

The Minnesota Chippewa Tribe
Director, Finance Corporation, Base Salary \$65,728
Duty Station: Cass Lake, Minnesota
Deadline: March 31, 2021

Administration
218-335-8581
Toll Free: 888-322-7688
Fax: 218-335-8496
Home Loan
218-335-8582
Fax: 218-335-6925
Economic Development
218-335-8583
Fax: 218-335-8496
Education
218-335-8584
Fax: 218-335-2029
Human Services
218-335-8586
Fax: 218-335-8080

The Finance Corporation Director is responsible for planning, organizing, staffing, and managing all activities of the Minnesota Chippewa Tribe Finance Corporation. Management will be in accordance with Tribal policies and procedures under the direction of the Tribal Executive Committee and the Housing/Economic Development Subcommittee, also known as the Finance Corporation Board of Directors, and the Executive Director. Director, Finance Corporation will also adhere to State guidelines and regulations from Minnesota Housing Finance Agency and federal regulations and guidelines required as an approved CDFI lender. Will also maintain HUD approved lender status.

KNOWLEDGE AND EXPERIENCE

1. Bachelor's degree in Business, Management or related field.
2. Business and program management skills, including financial management, staff supervision, and organizational skills.
3. Knowledge and understanding of all services provided by the Finance Corporation including legal and procedural requirements of home purchases and mortgages, all phases of new home construction and renovation, and legal and procedural requirements of rental property, delinquencies, and foreclosures.
4. Knowledge and understanding of the various procedural systems within the Minnesota Chippewa Tribe and the Finance Corporation and how they interact; MCT accounting, Finance Corporation accounting, MCT buildings management, Finance Corporation investments and income management.
5. Knowledge and understanding of the Finance Corporation business loan program as well as State Indian Business loan program.
6. Excellent oral and written communication skills.
7. Interviewing, counseling, and negotiating skills in order to effectively communicate with Finance staff, Tribal leadership and staff, State and Federal government officials, MHFA staff, homeowner clients, and tribal members.
8. Must have good computer skills and ability to use communication software such as email, word, excel, and power point.
9. Must have a valid driver's license, current auto insurance, and the use of a privately owned vehicle for business purposes.

Send resume or application w/references to:
Joel D. Smith • Director of Administration
The Minnesota Chippewa Tribe
P.O. Box 217 Cass Lake, Minnesota 56633
Email: jsmith@mnchippewatribe.org
EEO- American Indian Preference