



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Shepard Point Business Development Coordinator

Team: Administration

Reports to: Executive Director

Salary Status: Non-Exempt from Overtime

Salary Range: DOE

Schedule: Fulltime, Regular

Last Revised: February 2024

The Shepard Point Business Development is responsible for bringing the Shepard Point Marine Tribal Transportation & Marine Casualty Oil Spill Response Facility online and operational. This position may be based in Anchorage or NVE's Cordova office and will be required to travel within Alaska and other locations as projects require.

Duties/Responsibilities:

- Represent NVE as a Point of Contact (POC) for business related to Shepard Pt, developing, and maintaining positive NVE relationships.
- Oversee grant and other funding requests to federal, state, and non-profit agencies.
- Work with Alaska Coastal Tribes on Oil Spill Response (OSR) potential and options to expand OSR activities.
- Work with NVE Capital Improvements Director on United States Department of Transportation (USDOT) Tribal Transportation Program (TTP) Self-Governing Compacting.
- Work with Alaska Tribes on United States Department of Homeland Security Self-Governing Compacting.
- Work with consultants, Tribes, and stakeholders on regulations to help bring Shepard Point online and operational as an OSR facility.
- Work closely with the NVE Executive Director, Shepard Point Project Manager, consultants, and partners to coordinate the long-term sustainability of the facility.
- Administer planning meetings. Ensure Tribe's stakeholders are up to date on business development activities, strategies, and options.
- Ensure business strategy development needs and objectives are met.
- Provide monthly reports at NVE Tribal Council meetings.
- Performs other related duties as assigned.

Required Skills/Preferred Skills/Abilities:

- Ability to read, create, and follow budgets for multiple programs.
- Ability to write and manage grants.
- Detail-oriented problem solver.
- Knowledge of the federal government and Alaska Native relationship.
- To prioritize, organize, and work well under stress in a fast-paced environment.
- Ability to be flexible and adapt to constant change; work flexible hours to meet deadlines.
- Ability to represent the organization and establish and maintain effective



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working relationships with those contacted in the course of work effectively and professionally.

- Competency in planning and directing complex work projects and the ability to develop, present, and manage long-range program plans and budgets.
- Ability to clearly communicate progress, concerns & opportunities verbally and in writing.

Education and Experience:

- Bachelor's degree in business/management or equivalent preferred.
- Experience with TTP, Tribal Self-Governance Compacting, understanding of OSR Business, and Tribal relations.
- Minimum of 5 years of recent experience as a Project Manager for multi-million-dollar Construction, Environmental Remediation, or Engineering projects. Year-for-year experience may be accepted in place of a degree.
- Firsthand interaction with funding and regulatory agencies (FHWA, EPA, USACE, ADOT&PF, ADNDR, ADEC, Denali Commission)
- Firsthand interaction with government representatives (State and Federal), including the Governor's Office, the Alaska Delegation, other State and Federal representatives, and regulatory personnel.
- Work experience directly within Tribal organizations is highly preferred.

Physical Requirements:

- Prolonged periods sitting/or standing at a desk and working on a computer.
- Due to the varied nature of working for a Tribal Government, exposure to inclement outdoor environments and physically strenuous work may occur.
- Regularly use mental, oral, and written methods of creating complex material using high-level cognitive functions or otherwise create and communicate NVE policies, procedures, goals, and objectives.

Disclaimer

NVE Traditional Council has the right to assign or reassign duties and responsibilities to this job at any time. By signing below, I acknowledge receipt of this job description.

Employee Signature

Date