

Lumbee Tribe Holdings, Inc.

UNCLASSIFIED

Pembroke, NC

**POSITION**

## **DESCRIPTION**

**Position Title**

**DATE: 08.19.2024**

**Lumbee Holdings Chief Executive Officer and President**



Lumbee Tribe Holdings, Inc.

### **Work Location**

Pembroke, NC

### **Position Description**

Lumbee Tribe Holdings, Inc. (“Company”) is a wholly owned economic development corporation of the Lumbee Tribe of North Carolina. The President and Chief Executive Officer (“CEO”) is the highest-ranking executive who works directly for the Lumbee Tribe Holdings Board of Directors. Lumbee Tribe Holdings, Inc. has multiple subsidiaries including two that are SBA 8a and Hubzone certified. This person will be responsible for ensuring that the businesses maintain or gain certifications, operate at a profit, and meet the goals as defined by the Board of Directors. The CEO needs to know how best to approach new opportunities, including delegating tasks or directing agendas to drive profitability by managing organizational structure. The CEO sets the tone for the operation of the entire Lumbee Tribe Holdings family of companies; they are responsible for establishing and/or enforcing all Lumbee Tribe Holdings policies and procedures related to Human Resources, Regulatory Compliance, and similar matters in conjunction with the Chief Legal Counsel, Chief Financial Officer, the Presidents of the subsidiary companies, and the Board of Directors for Lumbee Tribe Enterprises, LLC. The President and CEO will be responsible for organizing and presenting to the annual meeting of the shareholders and shareholders’ representative, quarterly meetings with the Lumbee Tribal Council’s Economic Development Committee, and such other public presentations as the Board may direct. The President and CEO must have or be eligible for a Top-Secret Clearance and be willing to attain and retain that clearance.

The CEO will:

- Lead the development of the organization’s long- and short-term strategies.
- Secure contracts and increase the profitability of each subsidiary.
- Constantly develop new businesses and ensure they are properly organized and fully functioning.
- Manage overall operations and make major decisions affecting the organization.
- Manage the organization’s resources.
- Effectively and clearly communicate with the board of directors, stakeholders, business and community partners, and others.
- Assess and minimize risks to the company.
- Set strategic goals to ensure continuous business growth and to increase revenues and profits across the family of companies.
- Provide company-wide leadership.
- Serve as the company’s primary spokesperson and create a strategic communication plan for both internal and external audiences.
- Identify and address companywide problems.
- Develop and uphold the culture and mission/vision.
- Implement strategic plans by working with senior stakeholders.

- Evaluate and track the success of the company in reaching its goals; and
- Be able to travel when needed.

### **Education Required**

This position requires a minimum of a bachelor's degree but preference will go to advanced degrees which includes an Master's in Business Administration, Juris Doctor, Master's in Public Administration or other related career field.

### **Experience Required**

5-10 years of previous supervisory and management experience. A history of successfully handling the increasing responsibilities. While on-the-job management experience is the primary factor in considering applicants, successful completion of various executive-level leadership and management professional development programs can be an additional factor. Experience in government contracting, the SBA 8a program, and related fills is requested.

### **Reports To**

LTH Board of Directors

### **Security Clearance Requirements**

This position may require obtaining and maintaining a TOP SECRET government security clearance.

### **Travel Requirements**

Travel is anticipated to be approximately 20% within the Continental United States and Outside the Continental United States. *A partial telework option may be considered.*

### **Salary**

Commiserate with experience, negotiable

### **How To Express Interest**

Interested candidates must submit (PDF only): a cover letter, detailed résumé, and list of five (5) references with contact information. Apply before September 06, 2024, to receive first consideration.

Documents are to be submitted to: [heather.nakai@lumbeeholdings.com](mailto:heather.nakai@lumbeeholdings.com)

Questions can be submitted to LTH Board Secretary Heather L. McMillan Nakai at [heather.nakai@lumbeeholdings](mailto:heather.nakai@lumbeeholdings) or 910.785.9788.