

**JOB NUMBER: WDC-17-007**  
**JOB TITLE: Director of Business Development**  
**Supervisor: Chief Executive Officer (CEO)**  
**Status: Exempt**

Waséyabek Development Company, LLC (WDC) is a legal entity, created and wholly owned by the Nottawaseppi Huron Band of the Potawatomi (NHBP), a Federally recognized Indian Tribe. WDC is committed to fostering the development of a stable, diversified economy for members of the Band which will contribute to their long-term wealth and economic self-sufficiency while managing risk and creating quality employment opportunities. WDC is the holding company of an investment portfolio consisting of commercial real estate, Federal operating companies, and Commercial operating companies.

## **POSITION SUMMARY**

The Director of Business Development is responsible for leading day-to-day business development operations of WDC by providing effective leadership to identify and evaluate acquisition targets, prioritize acquisitions within the acquisition budget and strategic plan, and close on acceptable acquisitions. Additionally, this position will assist in operational transitioning of newly acquired businesses and manage a local operations team or perform local operations functions. The Director of Business Development will assist the CEO in areas of strategic business planning and staff development and is expected to uphold the mission and values established by WDC.

## **ESSENTIAL FUNCTIONS**

### *Business Development*

- Develops new business by locating, defining, negotiating, and maintaining business relationships, including pipeline and due diligence support relationships
- Develops and executes plans for the pursuit and successful capture of key opportunities
- Identifies, investigates and evaluates acquisitions
- Leads due diligence teams
- Screens potential business deals by analyzing market, forming market strategies, identifying deal requirements, assessing business potential, reading and interpreting financials, evaluating options, adjusting to internal priorities, examining risk and potential, and recommending equity investments
- Updates the Business Development plan by adding new opportunities and coordinating changes with appropriate personnel prior to submitting to CEO
- Interfaces with CEO and Stabilized Operations Personnel to assist in expanding current portfolio businesses through bolt-on acquisitions
- Develops along with CEO & Executive Management Team Business Development & Acquisition Strategic Plan(s)
- Works and coordinates closely with personnel in the operating organizations to ensure business development objectives are supported by these organizations

- Utilizes and tracks business development deals utilizing DealCloud database
- Conducts market research
- Prepares or obtains Non-Disclosure Agreements (NDA's), Teaming Agreements, Consulting and Subcontract Agreements, Letters of Intent and other business-related contracts for review
- Regularly interacts and collaborates with WDC leadership
- Serves as the principal liaison with business development customers and clients
- Provides market feedback to the CEO regarding competitive offerings, prospect needs and generates product development ideas
- Monitors external and internal environment for development of new market segments
- Plans and controls business development to attain maximum potential volume and portfolio balance for the organization's products and/or services
- Takes positive steps to inform the CEO of significant activities and events affecting business development
- Provides Management level briefings
- Meets all deadlines established or obtains timely adjusted deadlines based on current events
- Develops goals with accompanying timelines for the business development team and ensures goals and timelines are being achieved
- Assists in the development and implementation of annual budgets; business development policies and procedures
- Prepares grant and funding applications for implementation of economic development projects
- Must be willing to support Federal Business Development, as needed
- Must be willing to support contract opportunity captures, including: Developing overall win strategy; Shaping deals with Customers Developing team strategies, and identifying and closing with teammates; understanding pricing and assist in developing winning price

### Operations

- Participates in operational transition planning and transition implementation of new acquisitions
- Identifies and executes on hand-off to Stabilized Operations Personnel
- Participates with Executive Management Team to optimize profit and expand market and revenue generation of operating companies
- Participates in WDC Operations strategic planning
- Participates as requested in WDC Board Meetings and other business and operational meetings
- Other duties as assigned

## **FINANCIAL/RISK MANAGEMENT**

- Ensures all acquisitions are within the WDC acquisition budget and strategic plan or gains appropriate approvals for those that are not
- Operates within the business development budget(s)
- Assists with development and implementation of annual business strategic plans and budgets

## **COMMUNICATION**

- Effectively and regularly communicate with the CEO and staff
- Maintains comprehensive, current knowledge of applicable laws and regulations (Tribal, State and Federal)
- Awareness of trends and advances in governmental sectors, business areas and economic market in both the short and long term
- Attends seminars, workshops and training sessions as appropriate

## **STRATEGIC PLANNING**

- Assists with the development of short and long-term organizational goals and development of objectives and strategies to execute defined goals
- Works with CEO to provide the Business Development portion of strategic planning framework and devise and maintain a system to track, monitor and adherence to plan
- In collaboration with the CEO, analyzes and interprets market information in order to develop business development, marketing and acquisition responses to improve profitability

## **LEADERSHIP**

- Fosters a corporate culture that promotes ethical practices and social responsibility; encourages individual integrity and maintains a positive and ethical work climate that is conducive to attracting, retaining and motivating top-quality employees at all levels
- Provides leadership to oversee both WDC and subsidiary company short-term and long-term business development needs

## **MINIMUM QUALIFICATIONS.**

- Bachelor's degree in Business Administration or related field of study
- Ten (10) years demonstrated successful experience in business development and acquisitions
- Experience forming due diligence teams and managing the efforts of those teams to accomplish timely acquisitions closures
- Ability to obtain and maintain a Security Clearance
- Strong research and analytical skills
- Proficient use of DealCloud CRM software

- Experience reading and interpreting contracts as they relate to business acquisitions and operations
- Demonstrated capability to interface and maintain effective relationships with the CEO, key staff, business support partners, outside agencies, governmental and program partners, departments and employees in a team-oriented environment
- Ability to read, analyze and interpret various reports and documents, including financial records and legal information
- Highly proficient writing, presentation and communication skills
- Advanced skills with computers, including Microsoft office, word, excel, PowerPoint and Access, and DealCloud
- Ability to pass an extensive background investigation, including but not limited to personal and professional financial history, nationwide criminal record search, and pre-employment drug screening

## **PHYSICAL REQUIREMENTS**

Ability to focus on computer screens for extensive periods of time.

Ability to occasionally lift up to 25 pounds

## **TRAVEL**

This position may require travel up to 50% of the time

## **WORK ENVIRONMENT**

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and teleconference equipment

## **POSITION TYPE**

This is a full time exempt position

## **RELOCATION**

Relocation expenses are not provided

## **HIRING PREFERENCE**

Native American & Veteran Hiring Preferences will be applied in accordance with WDC policy

Waséyabek Development Company is committed to hiring and retaining a diverse workforce. We are proud to be an Equal Opportunity making decisions without regard to race, color, religion, creed, sex, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability, or any other protected class.