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**JOB TITLE: CHIEF EXECUTIVE OFFICER**

**REPORTS TO: BOARD OF DIRECTORS**

**CLASSIFICATION: EXEMPT**

**PAY RANGE: Grade 17 Starting at \$131,336**

**POST DATE: AUGUST 23, 2019**

**CLOSING DATE: OPEN UNTIL FILLED**

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**SUMMARY/OBJECTIVE:** The Chief Executive Officer is responsible for modeling a positive organizational culture providing inspired leadership that promotes trust and integrity for the company by working with the LDF BDC Board of Directors and other management in the day-to-day operations as well as the long-range goals and strategic planning.

**ESSENTIAL FUNCTIONS:** Specific duties include, but are not limited, to the following:

- Oversee the operation of the Corporation in accordance with the direction established in the strategic plans.
- Provide leadership and management that puts into practice the mission and values of the Corporation.
- Drive the Corporation to achieve and surpass goals and objectives, sales, cash flow, and profitability; evaluate the success annually of reaching goals. Lead in the development of the corporation's plans and programs for both growth and as a strategic partner.
- Looks to the future for change opportunities; evaluate and advise on the impact of long-range planning, introduction of new programs/strategies and regulatory action.
- Motivate and lead a high-performance team; recruit and retain needed members of executive team not already in place.
- Enhance and/or develop, implement and enforce policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the corporation.
- Be an effective developer of solutions to business challenges.
- Promotes a success-oriented and accountable environment within the Corporation.
- Ensures staff and Board have sufficient and up-to-date information.
- Manage the human, financial, and physical resources of the Corporation.
- Represents the Corporation with clients, investors, and business partners.

**EXPECTATIONS/ABILITIES:**

- Present a positive, professional appearance and demeanor while conducting LDF Business, on premises and off.
- Must be able to operate calmly while in a fast-paced environment.
- Strong commitment to customer service.
- Superior written and oral communication skills.
- Effective time management and organizational skills.
- Exceptional leadership and interpersonal skills.

LDF Business Development Corporation  
14284 HWY 70W  
PO Box 155  
Lac du Flambeau, WI 54538  
Phone: 715.388.0502 Fax: 866.423.6104



- Must be a detail-oriented problem solver.
- Possess strong computer skills with proficiency in software including Microsoft Office.
- Ability to work well under pressure.
- Ability to read and understand budgets and financials.

**SUPERVISORY RESPONSIBILITY:** This position manages the senior executives and subordinate supervisors and is responsible for the overall direction, coordination and evaluation of subsidiary units. This position also supervises non-supervisory employees. This position's supervisory responsibilities: interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**WORK ENVIRONMENT:** This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. This is a largely sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets, and bend or stand as necessary.

**POSITION TYPE/EXPECTED HOURS OF WORK:** This is a full-time exempt position. This position regularly requires long hours and frequent weekend work.

**TRAVEL:** Travel is primarily local during the business day, although frequent out-of-the-area and overnight travel may be expected.

**REQUIRED EDUCATION AND EXPERIENCE:** Bachelor's degree in business administration, finance or other related field is required. Eight to ten years of successful management and leadership experience is required. Knowledge of the Lac du Flambeau tribe or similar tribal government operations and sensitivity to the culture is required. Experience in contracts and negotiation is required.

**PREFERRED EDUCATION AND EXPERIENCE:** Master's degree in business administration, finance or other related field is preferred.

**OTHER DUTIES:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.



**CORPORATION STANDARDS:** The foundation of success is found in meeting the following LDF Business Development Corporation expectations:

- Attitude of safety first
- Work ethic of loyalty, integrity, pride, perseverance, accountability, respect and teamwork
- Ambition to succeed
- Adheres to company policies and procedures
- Represents the company in a positive and professional manner
- Flexibility to work for extended hours in order to meet deadlines
- Handles oneself with professionalism during stressful situations
- Maintains positive attitude and morale
- Interacts effectively with all members of the company and all outside associates
- Completes responsibilities diligently
- Thinks big picture and takes into account long-term implications of ones' actions
- Works independently, exercises discretion, applies common sense and makes competent decisions
- Complies with designated work schedule
- Uses company resources wisely
- Maintains neat, clean and organized workspace
- Constantly analyzes for ways to improve individual and/or company performance

The LDF Business Development Corporation is committed to a drug-free workplace. To qualify for this position, the individual must submit to and pass a pre-employment drug screen.

**EEO STATEMENT:** LDF BDC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. To the greatest extent feasible, preference will be given to qualified American Indians for employment opportunities.

**HOW TO APPLY:** Please submit an application for employment, resume and cover letter to:

LDF BUSINESS DEVELOPMENT CORP.

ATTN: HUMAN RESOURCES

PO Box 155

LAC DU FLAMBEAU, WI 54538

866.423.6104 (FAX)

[HR@LDFBDC.COM](mailto:HR@LDFBDC.COM)

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