



JOB TITLE: DIRECTOR OF CULTIVATION AND RETAIL OPERATIONS

REPORTS TO: CHIEF EXECUTIVE OFFICER

CLASSIFICATION: EXEMPT

SALARY: \$94,800/ANNUALLY

SUMMARY/OBJECTIVE: The Director of Cultivation and Retail Operations will assume responsibility and accountability for the developing, directing, organizing, and controlling of production, revenue, facilities, and staff in both the cultivation and retail operations for Woodland Cannabis, LLC. This key position requires the ability to develop strategic plans, coordinate all stages of production from growth to retail sales, establish compliant manufacturing processes, and create operational policies and procedures to effectively meet growth and revenue objectives.

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

- **Operational Leadership:**
 - Lead the development and execution of operational strategies to ensure the successful implementation of the organization's goals and objectives.
 - Oversee the day-to-day activities of the cannabis operations, ensuring compliance with regulatory requirements and industry standards.
 - Establish and maintain controls and systems to analyze and report on operating efficiency and financial status.
 - Implement and oversee quality control processes to ensure the consistent production of high-quality cannabis products.
 - Establish and monitor quality standards for cultivation, processing, and packaging.
- **Financial Key Performance Indicators:**
 - Analyze revenue, profit and cash flow opportunities for the business and recommend strategies to maintain efficient financial operations.
 - Improve the yield per cannabis plant to maximize overall production.
 - Evaluate how efficiently inventory is being utilized and sold to have a positive inventory turnover.
 - Ensure a healthy gross margin by managing production costs and product pricing effectively.
- **Staff Management:**
 - Assume responsibility for the employment, counseling, performance evaluation, training, motivation, and discipline of staff within the cannabis operations department.
 - Foster a positive and collaborative work environment, promoting teamwork, communication, and professional development.
 - Provide leadership and guidance to ensure that all team members are aligned with organizational goals and objectives.

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- Collaborate with cross-functional teams to ensure seamless communication and execution of operational initiatives.
- **Regulatory Compliance:**
 - Stay abreast of industry regulations and changes, ensuring the organization remains in compliance with all applicable laws and standards.
 - Work closely with legal and regulatory affairs teams to address any compliance issues and implement necessary changes.
- **Product Quality Assurance:**
 - Implement and oversee quality control processes to ensure the consistent production of high-quality cannabis products.
 - Establish and monitor quality standards for cultivation, processing, and packaging.

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.

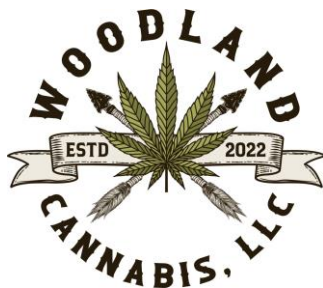
EXPECTATIONS/ABILITIES:

- Exceptional interpersonal and communication skills.
- Possess effective time-management and organization skills.
- Ability to be proactive, self-motivated, and self-directed.
- Ability to operate calmly in a fast-paced environment.
- Ability to work well under pressure.
- Ability to navigate multiple computer software programs and applications.
- Ability to work and collaborate in a team environment.
- Perform all duties with acute attention to detail.
- Maintain a high level of confidentiality.
- Excellent organizational, analytical, and problem-solving skills.
- Analytical mindset with a focus on data-driven decision-making.

SUPERVISORY RESPONSIBILITY: This position does have direct supervisory responsibilities.

WORK ENVIRONMENT: This job operates in diverse environments including indoor and outdoor cultivation sites, sterile rooms, retail stores, and office settings. Exposure to varying weather conditions, climate-controlled lighting, moderate noise levels from machinery or fans, and use of necessary personal protective equipment (PPE) for sterile handling and safety may be required at times.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of this job. Frequently standing, walking, lifting, and bending will be necessary as well as the ability to verbally communicate in person, on the phone, and via email.



POSITION TYPE/EXPECTED HOURS OF WORK: This is a **Full-Time Exempt** position with **40** hours per week expected. The days of work vary but are primarily Monday–Friday, during operation hours from 8:00–4:30PM. Must attend all mandatory meetings and participate in training.

TRAVEL: **Occasional** Travel is Required for this position.

REQUIRED EDUCATION AND EXPERIENCE:

- Must be 21 years of age or older.
- Bachelor's degree in Business Administration, Agriculture, Horticulture, or related field.
- 5 Years experience working in an operational management role.
- An equivalent combination of education and experience may be considered.
- Strong understanding of regulatory requirements and compliance within the cannabis industry.
- Knowledge of cannabis cultivation, processing, and distribution operations.
- Successful results from Background and Reference Checks will be required prior to hire.
- Valid Driver's License and Proof of Insurability.
- Proficient in all Office Suites (Google, Microsoft Office) and ability to learn seed-to-sale tracking system.

PREFERRED EDUCATION AND EXPERIENCE:

- Master's degree in business administration, Operations Management, or related field.
- Cannabis industry experience a plus.
- Project management experience is a plus.
- Start-up industry or business development experience a plus.

UPON HIRE:

- Must attain an "Principal Management Employee License" through the LDF Tribal License & Regulatory Authority Department within 30 days of hire.
- Must attain CPR/AED Certification within 1 year of hire.
- Must enroll in The Business of Cannabis Certification or equivalent within 90 days of hire and completed within first year of employment.
- Must attain a "Food Handlers Certification," within 1 year of hire.

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

- Demonstrate an attitude of safety first.
- Possess work ethic consisting of loyalty, integrity, pride, perseverance, accountability, respect, and teamwork.
- Possess an ambition to succeed.
- Adhere to company policies and procedures.

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- Represent the company in a positive and professional manner.
- Flexibility to work for extended hours to meet deadlines.
- Handle oneself with professionalism during stressful situations.
- Maintain a positive attitude and morale.
- Interact effectively with all members of the company and all outside associates.
- Consider long-term implications of decisions and actions.
- Work independently, exercise discretion, and make competent decisions.
- Comply with designated work schedule.
- Use company resources wisely.
- Maintain neat, clean, and organized workspace.
- Analyze and implement ways to improve individual and/or company performance.

EEO STATEMENT: LDF Business Development Corp. provides equal employment opportunities (EEO) to all team members 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.

REQUIRED PRE-EMPLOYMENT SCREENING: LDF Business Development Corp. is committed to a drug-free workplace. To qualify for this position, applicants must agree to pre-employment drug screening and potential random testing, as required thereafter.