



## **JOB DESCRIPTION**

### **Business Development Coordinator**

**Department:** Workforce Development Programs  
**Reports To:** Workforce Development Programs Manager and Program Coordinator  
**FLSA Classification:** Non-Exempt  
**Wage Range:** 9/10 \$31.63 to \$46.86 per hour DOQ

#### **Position Summary:**

The Business Development Coordinator Coordinator will lead all efforts in ensuring the Intertribal Business Incubator becomes the hub of small business services that cater to the five consortium Tribes and eight counties that SPIPA serves. This will include establishing operational policies and procedures for the incubator, promoting services, recruit and train participants and build, collaborate, and nurture new and existing entrepreneurship resources, stakeholders, and strategic partnerships.

The Business Development Coordinator will assist with providing career and training activities, expand virtual technology applications and platforms, and will create, and execute a focused outreach campaign and expand training opportunities to support new and existing Native owned business owners.

#### **Essential Duties and Responsibilities:**

To perform the job successfully, an individual must be able to function at a high level and perform each essential duty independently and accurately. The duties listed are a representation of the various types of work that may be performed.

- Build relationships with partners that offer funding, mentorship, or other support, which assist Native businesses succeed in their communities and beyond the borders of their reservations
- Support, train, and advising entrepreneurs and connect them to key stakeholders to provide resources needed to support their business ideas from conception and beyond.
- Conduct the day-to-day operations of the incubator as well as the anticipated mobile incubator.
- Support program and grant outcomes including analyzing data, reflect on feedback from staff, partners, and participants; maintaining all participant and key stakeholder numbers, outcomes, narratives, and successes for required reporting.
- Expand and adapt services to be more customized to the business identified, including mobile services and pop-up events within eight counties.

- Fully support participants who bring their culturally relevant business ideas, such as those from the arts and crafts and Native foods, and those related to treaty and subsistence rights.
- Provide fundamental and advanced consulting to help start, build, stabilize, and scale for-profit businesses. Plan, facilitate, and co-teach fundamental and advanced business education courses to adult and youth learners with variant levels of education and experience.
- Partner with financial institutions and granting agencies to help entrepreneurs secure funding.
- As director by the Executive and Deputy Directors, and Programs Manager build relationships and establish policies and procedures with Tribal governments, Tribal enterprise organizations and local stakeholders within the community to develop the administrative infrastructure necessary to implement Tribal Entrepreneurial Programs.
- Coordinate hiring events, Business 2 Business Expo and monthly roundtable that showcase successful Native entrepreneurs and cover topics such as business readiness, business law, steps for acquiring different types of licenses, operating a business on Tribal land and OSHA standards.
- Position may include future supervisory duties.
- Other duties as assigned to support the WFD Program and Tribal Entrepreneurship.

The Business Development Coordinator, as an employee of the South Puget Intertribal Planning Agency, is expected to collaborate, engage, and work closely with all SPIPA programs to fully support the Agency's Vision, Mission, and Core Values in accordance with all Agency directives.

### **Required Knowledge, Skills, and Abilities:**

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform job duties at a high level.

- **Leadership Skills** – ability to influence, motivate, and elevate others to do more than they knew was possible as well as an ability to know when to lead and when to follow.
- **Entrepreneurial Path** – clear understanding of the path to take in order to innovate an idea, market the solution and realize a profit.
- **Interpersonal Relations** - ability to deliver exceptional customer service by exceeding the expectations of clients, stakeholders, and colleagues with every encounter.
- **Consultation/Advising Skills** – keen ability to effectively analyze, interpret, and coach clients from various industries on multi-faceted business concepts to a positive outcome that directs their path to success.
- **Presentation/Facilitation Skills** – ability to present, facilitate and lead small and large groups with varying level of expertise.

- **Personal Effectiveness/Time Management** - ability to strategically utilize time and resources to manage priorities, timelines, deadlines, and details under pressure, with accuracy, and to a high level of proficiency.
- **Technical Capability** –Strong proficiency in fundamental office and computer equipment as well as software programs such as Microsoft Office Suite, design software, CRM platforms and cloud-based software applications. Ability to speak the language of technology to effectively counsel and guide tech startups and connect them with available resources.
- **Teamwork Oriented** – ability to effectively align within a collaborative effort to achieve common goals and outcomes.
- **Adaptability** – ability to modify actions, direction or approach to changing situations and expectations in a respectful and professional manner.

**Minimum Qualifications:**

- Bachelor’s Degree in Business Management or related field; or equivalent combination of education and job-related experience.
- At least 3 years’ experience starting, owning, operating and/or managing a business.
- At least 3 years’ experience with providing professional advising, consulting, or training services.
- One year experience working in a Native American community preferred.

**Additional Job Requirements Include:**

- Must have reliable transportation, be able to operate a motor vehicle, have a valid driver’s license, and have the ability to travel.
- This job requires work-related travel, with occasional overnight stays to participate in business-related meetings. Occasional driving may be required.
- SPIPA is committed to providing a drug-free workplace for its employees and the communities it serves. This position requires successful completion of a pre-employment drug test.
- Pass a background investigation including confirmation of work experience

**Physical Abilities:**

Bending at the waist; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; hearing and speaking to exchange information; seeing to read reports and data; occasionally lifting medium objects generally less than 25 pounds.

**Equal Opportunity:**

SPIPA is an equal opportunity employer. However, Native American preference applies in that we seek to hire qualified enrolled members of SPIPA consortium Tribes, federally recognized Tribes or Alaskan Natives. Minimum qualifications must be fully met for all applicants to be considered for employment.

**To Apply**

Complete and submit a SPIPA employment application, a cover letter describing how your qualifications align with this position, and a resume including three work related references to:

SPIPA HR  
South Puget Intertribal Planning Agency  
3104 SE Old Olympic Hwy  
Shelton, WA 98584

Employment application available online at [spipa.org](http://spipa.org) or by calling 360.426.3990

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