



541-429-7180



HumanResources@ctuir.org



46411 Timíne Way  
Office of Human Resources  
Pendleton, OR 97801

**Re-Advertised**

**\*Note: Duties and Required Qualifications**

## **POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

<b>POSITION TITLE:</b>	Business Development Coordinator
<b>SALARY:</b>	Pay Range: 8-9 \$63,000-\$72,000 Annual DOE/DOQ
<b>DEPARTMENT:</b>	Department of Economic and Community Development (DECD)
<b>LOCATION:</b>	Nixyáawii Governance Center in Mission, Oregon Confederated Tribes of the Umatilla Indian Reservation
<b>EMPLOYMENT STATUS:</b>	Full Time with benefits package Exempt Background check required.
<b>SUPERVISED BY:</b>	Business Development and Tax Project Manager
<b>OPENING DATE:</b>	July 22, 2025
<b>CLOSING DATE:</b>	August 15, 2025

### **CTUIR MISSION STATEMENT**

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855; to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

## GENERAL STATEMENT OF DUTIES

This position is an administrative and professional position responsible for marketing, planning, and other activities associated with economic development on the CTUIR Reservation. The Business Development Coordinator will work with the economic development team to achieve short- and long-term goals relating to economic development and diversification on the reservation. The business development coordinator identifies, develops, and secures new business opportunities by generating leads and sales, maintaining client relationships, and coordinating promotional activities.

## EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Work to achieve goals and objectives identified in the CTUIR Comprehensive Economic Development Strategy, DECD Annual Work Plan, and CTUIR Comprehensive Plan.
2. Establishing and maintaining effective relationships with customers via email, phone, and in-person.
3. Assist with all sales cycle activities for CTUIR commercial/industrial properties.
4. Coordinating and arranging client events, meetings, appointments, and conferences.
5. Individual will assist and support current CTUIR enterprises in expansion and development initiatives including identification of new markets, new opportunities, and outside collaboration and funding.
6. Individual may assist in identifying outside funding as necessary to implement business development goals.
7. Assisting with the preparation of presentations and pitches for prospective clients.
8. Writing and distributing agendas, proposals, cost estimates, and briefing documents for internal and external meetings.
9. Creating and maintaining client databases and mail lists.
10. Tracking submitted proposals and providing feedback to management.
11. Providing effective administrative support.

SUPERVISORY AUTHORITY: None

SIGNATORY AUTHORITY: None

ACCESS TO SENSITIVE AREAS: None

**REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)**

1. Bachelor's degree in business administration, marketing, or related field with two to four years of professional experience in economic development, marketing and sales, or tribal enterprise management/administration.

**OR**

Associate's degree with 5-7 years of professional experience in economic development, marketing and sales, or tribal enterprise management/administration.

2. Must have work experience involving economic development or marketing, which may include business recruitment, business retention, business development, workforce development, community development, sales, advertising, event planning, digital marketing, cold calling, writing proposals, market research, or other similar activities.
3. Demonstrate the core competency of strong interpersonal skills through both oral and written communication through digital media, phone calls, reports, memoranda, emails, letters, and presentations to large or small groups. Must possess professional level writing and grammar skills.
4. Must have the ability and interest to greet the public and handle difficult situations on phone in a professional and courteous manner.
5. Must carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines.
6. Must be knowledgeable of the types of services provided by the Tribal Government programs.
7. Must have knowledge of the principles of business operation and administration.
8. Demonstrate the core competence of organizing and maintaining large amounts of information.
9. Must have experience with and thorough knowledge of Microsoft Windows and Microsoft Office. Knowledge of computers and other technological equipment must be kept current by attending training as directed by supervisor.
10. Must have reliable transportation to and from worksite. Preferred valid driver's license and meet insurance requirements.
11. Must practice confidentiality at all times related to business development and Department of Economic Development Department.
12. Demonstrate a satisfactory level of productivity and dependability based on previous employer references.

#### PHYSICAL DEMANDS:

1. Work is usually performed in an office environment with extensive use of a computer and phone. Must have the ability to sit for long periods of time.
2. There will be outdoor field work involving inspection of potential development sites and tours that will require walking over rough terrain. Must have the ability to stand or walk around on varied terrain for long periods of time.
3. There will be travel that will require driving of a CTUIR-owned vehicle, driving your own private vehicle, and riding as a passenger in vehicles and airplanes. Must have the ability to drive automobiles and sit in automobiles and/or airplanes and stay for

overnight travel.

4. Must have the ability to lift and carry up to 50 pounds.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

#### SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in Section 3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

#### DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

**It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.**

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.

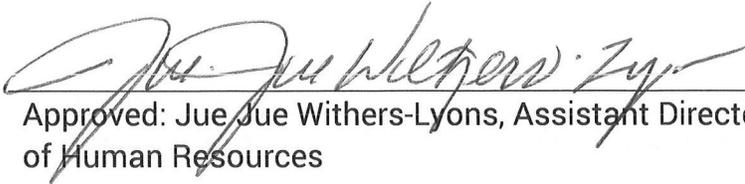
APPLICANT RESPONSIBILITY:

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation  
Office of Human Resources  
Staffing and Recruiting  
46411 Timine Way  
Pendleton, OR. 97801  
Phone: (541) 429-7180

To be considered, application package must be post marked by the closing date.

  
Approved: Jue Jue Withers-Lyons, Assistant Director, Office  
of Human Resources

  
Date

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**Applicant Review and Acknowledgement**

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

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Applicant Signature

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Date