



<b>Job title</b>	<b><i>Business Development Officer, #10006</i></b>
<b>Reports to</b>	<b><i>Chief Executive Officer</i></b>

### **Job Purpose**

This position facilitates economic expansion for the Acoma Pueblo and acts as a catalyst to bring together people, ideas and capital, ultimately leading to diversification and economic development. The position implements vision, strategy, goals, and objectives to support the growth of Acoma Business Enterprises (ABE) and other local business enterprises and which attract complementary business to the community. The Business Development Officer works closely with the Acoma Business Board (ABB), ABE Executive Staff, Acoma Tribal Government, Acoma community, and other local based business organizations. All duties are to be performed within the guidelines of the ABE policies and procedures. The Business Development Officer is expected to serve as a public relations ambassador for all Acoma Business Enterprises and must be courteous and helpful to customers at all times. Other related duties may be directed by management.

### **Duties and Responsibilities**

- Develops and implements economic and business development strategies, goals, and objectives.
- Confers with executive management and all enterprise managers to identify growth opportunities and formulate action plans for achieving objectives.
- Develops and maintains business development systems, policy, and procedures that ensure adequate due diligence and implementation of economic expansion.
- Formulates and administers departmental policies and activities, and develops realistic short and long term goals and objectives for the departments in alignment with those of the properties.
- Reviews, and approves, as appropriate, recommendations and suggestions to hire, transfer, suspend, terminate, recall, promote, discharge, evaluate, assign, train, develop, reward or discipline team members in the department, as necessary.
- Confers with Chief Executive Officer (CEO) to review achievements and discuss needed changes in goals or objectives resulting from current or projected future status or conditions.
- Delegates authority to department heads and department managers.
- Serves as a member of the Executive Management Team, attending weekly status meetings.
- Maintains strong working knowledge of local jurisdiction project management laws (federal, state, etc.).
- Develops and participates in special projects as requested by the CEO.
- Initiates and maintains communication with subordinates, team members, management, and other departments in facilitating the flow of information throughout the property.
- Analyzes business proposals, prospectus, or other potential business investment opportunities.
- Conducts various financial, marketing, and operational analysis to determine return on investment, payback period, feasibility, infrastructure and human capacity requirements to effectively implement and manage new business ventures.
- Collects, maintains, and disseminates demographic and economic data on the Acoma community. This will include census data, employment and employability data,

- competency/work skills inventories, and entrepreneurial interest of Acoma adults and adolescents ready for the job market.
- Coordinates, schedules, and controls the implementation of the Exit 102 Master Plan. Reviews the need for phased construction and build out, financial resources, and arranges any related clearances through Acoma Tribal Offices. Works closely with the Acoma Tribal Planning and Engineering Offices, Acoma Historic Preservation Office and Acoma Natural Resources.
  - May assist in developing Acoma business codes and laws to ensure fair, safe and consistent business practices for the general welfare of Acoma.
  - Develops, analyzes, and presents reports ranging from project status, activity, financial, and other performance reports to statistical analysis reports to effectively manage business development. Provides leadership to accomplish necessary changes.
  - Presides over business development meetings to discuss issues and priorities. Attends other meetings to communicate status and practice cooperation and collaboration.
  - Provides weekly, monthly, and yearly status reports to the CEO and the ABB. Regularly meets with the CEO and ABB to discuss project, financial, and policy issues. Seeks direction and approval from the CEO and ABB regarding all policy adoptions and changes. Ensures the CEO and ABB are informed of all major issues facing the organization.
  - Occasionally required to represent ABE interests before Acoma Tribal Leadership, the Acoma Community, or local regulatory entities.
  - Meets attendance guidelines and adheres to regulatory, departmental and company policies.
  - Must be socially perceptive, administer good to excellent judgement, and decision making abilities essential.
  - Must be able to handle stressful situations, maintain composure and be able to prevent and/or handle emergency situations.
  - Must be presentable when reporting to work, wearing appropriate clean and pressed uniform when applicable. Good personal hygiene required.

### **Minimum Qualifications**

#### **Education/Experience:**

- High School Diploma or Equivalent Required.
- Minimum seven years business management and experience required.
- Minimum two years Indian Gaming Management experience preferred.
- Bachelors Degree in Business Administration/Management, Economic Development or related field preferred.
- Masters Degree in Business Management, Finance or related field preferred.
- Must be age 21 years of age or older per Gaming Regulations.

#### **Skills, Abilities, Knowledge and Other Qualifications:**

- Ability to obtain and maintain an Acoma Gaming License.
- Skill in customer service and ability to remain calm and cheerful in stressful situations.
- Skill in maintaining a friendly demeanor at all times and performs job requirements with a Smile, Eye Contact & Greeting.
- Skill in exhibiting good to excellent interpersonal skills and be able to communicate complex or unwelcome information courteously and helpfully to guests, co-workers, and management.
- Skill in computer literacy. Proficiency with Microsoft Office applications required.
- Skill in grammar, spelling, writing and editing techniques.
- Skill to effectively multitask and have strong written/oral communication.
- Ability to work independently.
- Ability to communicate effectively in the English language, both verbally and in writing.
- Ability to work under pressure in a fast paced business environment.

- Ability to maintain confidentiality.
- Ability to operate a motor vehicle.
- Ability to work effectively with other department team members.
- Ability to communicate clearly with staff, Tribal, Federal, State and local government officials and the general public.
- Ability to identify and evaluate operational/emergency situations that may arise.
- Ability to obtain and administer Cardiopulmonary Resuscitation (CPR).
- Knowledge of business development practices and procedures.
- Knowledge of project management.
- Knowledge of First Aid basic skills and able to operate AED.
- Knowledge of general public safety and security regulations.
- Knowledge of formulating policy, program development, staff direction and development of organizational plans.
- Knowledge of general law, tribal and government law.

### **Working conditions**

Working conditions will be in an interior, climate-controlled environment and may include exposure to moderate-to-heavy tobacco smoke and moderate-to-loud noise levels. Some exposure to outside weather conditions pending work assignments. The position requires working days/evenings including weekends, holidays and special event shifts. Work Schedule may vary (7/24/365).

### **Physical requirements**

Physical requirements include standing and walking for long periods of time and use of whole body motion and strength throughout all properties. Must be able to lift up to 50 pounds and perform repetitive tasks requiring manual dexterity, speed and concentration. Requires the visual acuity and manual dexterity to read and write reports.

### **Direct reports**

Department Directors and Managers

### **Other**

**Background Investigation:** This position is subject to a background check through the Acoma Gaming office. Selected individuals must successfully complete and pass all requirements to qualify for position.

**Insurability;** This positions requires to have a valid driver's license. Candidates must successfully complete a pre-employment motor vehicle check and must be insured through the company insurance carrier.

All Applicants must successfully pass a pre-employment drug screening prior to beginning employment and is subject to random drug testing during employment.

Selected applicant may be required to obtain a COVID-19 test prior to beginning employment and may be subject to further testing.

---

**Acoma Business Enterprises** is committed to achieving full equal opportunity without discrimination based on race, religion, color, sex, national origin, politics, marital status, physical disability, age or sexual orientation.

*Acoma Business Enterprises (ABE) has implemented an Indian Preference Policy. It is the policy of Acoma Business Enterprises to give preference to any qualified person who is an enrolled Acoma Indian Tribal Member or non-Acoma tribal member of a federally-recognized Indian Tribe, pursuant to the Acoma Gaming Commission, Regulation 26 of the Acoma Gaming Regulations, Section 26.020. The application of Indian Preference is not automatic, an applicant must request for consideration for tribal preference. Applicants must provide tribal affiliation and registered census number. ABE is dedicated to policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religion, marital status, sexual orientations, political belief or disability.*