



Gila River Telecommunications, Inc.

Position Title: Director of Business Development
Exempt Status: Exempt
Department: Administration
Reports To: Chief Executive Officer

Job Summary:

This role is responsible for identifying business opportunities, building growth drivers, and maintaining successful relationships with prospects, existing and past clients. This position will be collaborating with executives on business strategies to determine objectives to maximize business reach and potential. Also, analyzing challenges with diverse business portfolios. The role will provide vital leadership and project management on a broad range of topics including analysis in support of new business initiatives and cross-divisional initiatives leveraging the scale and depth of the company.

Job Description Duties:

- Translate short and long-term strategic plans and policies to subscribers with providing the highest quality, competitively priced service under the direction of the CEO/GM
- In partnership with the CEO/GM, ensure Leadership is kept well-informed of GRTI and all subsidiary developmental progress to making recommendations for company planning.
- Drives strategic initiatives and supports the development of long-term growth plans and profitability goals.
- With consideration of the organization's objectives, identifies and develops key performance indicators (KPIs) for selected markets and departments and provides ongoing reporting. This may include but is not limited to a continual basis, assessing the effectiveness of activities to KPIs and redirects efforts when necessary to achieve alignment with KPIs.
- Collaborate with internal and external stakeholders to develop clear objectives that are in alignment with company goals, as set by the CEO.
- Collaborate with GRTI's marketing department to assist in promotion and advertising efforts to drive sales, build brand awareness, workforce development and digital equity planning.
- Develop and share knowledge of industry trends, competitive analysis, to enable informed executive decision-making.
- Coaches and develops supervisory staff to maximize leadership and promote departmental growth to create future business leaders.
- Analyzes and recommends emerging industry trends, expansion opportunities, and competitive threats.
- Ability to manage multiple diverse stakeholders with differing opinions, resolve conflicts, drive collective analysis and decision-making, and achieve meaningful outcomes.
- Pro-actively supports the identification and mentoring of Community talent in formal Apprenticeship Programs and other mentoring programs.
- Evaluate challenges and needs across markets to identify opportunities for common solutions.
- Develop relationships with Arizona Tribal Broadband Companies to promote an intertribal network.

- Performs other duties as assigned or apparent.

Note: This job description in no way implies that these are the only duties to be performed by this employee. She/he will be required to follow any other instructions to perform any other duties as requested by her/his supervisor.

SKILLS AND COMPETENCIES

- A thorough knowledge of business communication techniques, negotiation, and identification of the clients' value proposition and presentation of solution-based end products
- Excellent communication, presentation and interpersonal skills are required to perform the functions as described, including the ability to present compelling solutions, persuade key stakeholders and negotiate contracts.
- A good understanding of GRTI's products, technologies, selling strategies and internal business functions is necessary to become proficient and competent in this role.
- Ability to handle multiple projects, with proven leadership success over a wide variety of functional business problems.
- Work with limited direction, usually within a complex and often ambiguous environment, to drive rigorous, fact-based recommendations to senior management.
- Ability to provide fair and consistent leadership to staff; evaluate the work of staff members and increase their ability to develop and grow skills and talents.
- Highly organized with special attention to details and deadlines; ability to work with frequent interruptions.
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Exercise judgment and decision making; consider the relative costs and benefits of potential actions to choose the most appropriate one.
- Knowledge of the rural telecommunications markets
- Experience with Tribal Nations and Communities
- Strong computer skills: Excel, Word, Power Point, billing software (i.e. MACC)
- Maintain strict confidentiality guidelines in accordance with company policy.
- Work and contribute successfully within a culturally diverse work environment.
- Consistently demonstrate high degree of integrity, honesty, and accuracy

EDUCATION AND EXPERIENCE

A thorough knowledge and understanding of general business management as normally obtained through the completion of a Bachelor's Degree in Management, Business Administration, or a related field of study

Five or more years of telecommunications experience, with 2-3 years in a leadership position is required.

Note: Any equivalent combination of education, training and experience that would enable the applicant to satisfactorily perform and meet the duties required of the position may be considered in meeting the stated minimum requirements

ESSENTIAL JOB FUNCTIONS

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to use hands, to sit, lift a maximum of 20 lbs., stoop, bend, reach with hands/arms.
- Must be able to sit for extended periods of time
- Requires the ability to speak, read, write, see, and hear to perform essential duties of the job. Must communicate clearly in English

- Must be able to perform and complete multiple tasks

EQUIPMENT USED

Telephone; FAX, calculator, computer, monitor, printer, hardware and software packages, computer peripheral equipment i.e. mouse and keyboard; Microsoft Suite

ADDITIONAL REQUIREMENTS

- Financial Background Disclosure may be required
- Will be asked to provide 39 months driving record. Position requires insurability under GRTI insurer requirements.
- Will be required to pass a pre-employment drug test and background check

As a matter of Company policy, all employment is on an at-will basis, meaning that employment shall last for so long as mutually agreeable. Either the employee or the Company may terminate the employment at any time with or without cause.

Preference in filling vacancies is given to qualified enrolled Gila River Community Members, other Indians, and non-Indian spouses of officially enrolled Community members in accordance with Tribal Employment Rights Office (T.E.R.O.) Ordinance (No. GR-02-09, Gila River Indian Community).

Gila River Telecommunications, Inc. is an Equal Opportunity/Affirmative Action Employer, subject to Indian Hiring Preference.