



Little River Holdings, LLC

Home Office:
2608 Government Center Drive
Manistee, MI 49660
231-398-6840
www.lrhdc.com

Position: Director of Business Development and Communication

Job Summary

The Director of Business Development and Communications provides strategic leadership and execution across business growth initiatives and internal/external communications. This role ensures that Little River Holdings has the necessary outreach, branding, and relationship-building strategies to support sustainable growth and community engagement.

Essential Duties

The following is not an exhaustive list of duties. It represents a sample of essential work. The list of duties may change at any time with or without notice at the sole discretion of Little River Holdings.

1. Full leadership and decision-making responsibility for assigned departments, teams and positions as indicated by the organizational chart, including but not limited to recruiting, training, development, mentoring, engagement, work assignments, performance management, measurable results, rewards, disciplinary action, timekeeping. Make employment decisions.
2. Uphold the Seven Grandfather teachings and promote an organizational culture that integrates tribal identity, values, and customs.
3. Serve as a cultural ambassador in external engagements, ensuring alignment with tribal values. Drives sustainable growth while honoring tribal sovereignty, culture, and community priorities.
4. Lead market research and competitive analysis to inform strategic growth initiatives. Identify, evaluate, and pursue new business opportunities across tribal, regional, and national markets.
5. Develop and maintain strong relationships with potential partners, clients, and stakeholders.
6. Collaborate with subsidiary leadership to align business development efforts with organizational goals.
7. Lead the creation of business proposals, presentations, and marketing materials. Ensure all communications and proposals follow Little River Holdings' contracting and approval processes.
8. Represent the organization at conferences, trade shows, and public events.
9. Serves as the main point of contact for external stakeholders. Facilitates effective communication and collaboration.
10. Develop and implement comprehensive internal and external communications strategies. Oversee branding, public relations, media outreach, and digital communications. Ensure consistent messaging across all platforms and subsidiaries.
11. Manage crisis communications and reputation management efforts.
12. Ensure transparent, accurate, and timely communication with internal and external stakeholders. Maintain dashboards, websites, social media, and any other communication platforms.



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13. Develop and implement department, function, or team policies, procedures, and forms to ensure effective operations.
 14. Establish, monitor, and improve functional Key Performance Indicators (KPI) to assess performance. Use data-driven insights to refine strategies and improve outcomes.
 15. Oversee the planning and execution of projects in the function and ensure alignment with organizational objectives and timelines.
 16. Manage the department budget and resources according to LRH policy, procedure, and standards.
 17. Identify and implement process improvements.
 18. Driver to other locations and events.
 19. All other duties as assigned.

Minimum Necessary Qualifications

Candidates for the position of Controller must meet the following requirements, as demonstrated through past employment, education, testing, or a combination thereof:

1. Bachelor's degree in business administration, communications, marketing, or related field. Ten (10) or more years of essential duty or multi-unit business leadership experience in lieu of education may be accepted at the sole discretion of Little River Holdings.
2. Minimum Seven (7) years of progressive experience in business development.
3. Five (5) years leadership experience in a business development environment.
4. Certifications/Licenses: Valid Driver's License
5. Ability to:
 - o Read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations.
 - o Author complex business proposals, business correspondence and departmental policy and procedural documentation.
 - o Effectively present information, perform public speaking, and respond to questions from managers, clients and the public.
 - o Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
 - o Author a variety of instructions furnished in written, oral, diagram, or scheduled form.
6. Demonstrated successful:
 - o Interpersonal and communications skills, both oral and written.
 - o Verifiable success in developing and launching business concepts from ideas to entity opening.
 - o Root cause analysis and process improvement.



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Physical and Environmental Conditions

1. Primarily works in a standard office environment. Climate controlled, well-lit and equipped with standard office furniture and technology
2. Extended use of computer use (reading reports, typing, video conferencing or financial documents)
3. Minimal physical exertion is required. Some movement between departments or meeting rooms. Lift up to 10-15 pounds may be necessary.
4. Regular travel throughout the United States.
5. Physical capabilities to driver's license standards.
6. Ability to read and write in English.
7. Sight, hearing, speaking, and cognitive ability to executive level standards.

Indian Preference applies in accordance with Ordinance #15-600-02

Hiring Salary Range: Negotiable and Commensurate with Verified Qualifications

FLSA Status: Exempt

Pay Schedule: Bi-Weekly

Background Check: Extensive

To Apply: Please submit completed resume, cover letter, education transcripts, portfolio demonstrating past experience, any/all licensure(s) and/or certifications required/relevant for the position, front and back copies of a valid Tribal ID (if applicable) to the following email address: careers@lrhedc.com

Conditions of employment with Little River Holdings includes superior performance in the selection process at the sole discretion of Little River Holdings, including but not limited to all of the following; any pre-employment interviews, skills testing, credentialing, reference checks and previous work history, passing post-offer drug tests and background checks, possession of valid required documents such as a Driver's License throughout employment, being insurable under the Tribal insurance policy, and successfully completing a ninety (90) day introductory period.

Posted:

Remove: Ten (10) Calendar Days After the Posting Date