

Burns Paiute Tribe

Planning & Economic Development Director

Job Title:	Planning & Economic Development Director
Department:	Planning & Economic Development
Reports To:	General Manager
FLSA Status:	Exempt-Full Time
Opens:	6/23/26
Closes:	Open till Filled
Salary:	Negotiable DOQ

ABOUT US

The Burns Paiute Tribe is a community of 440 people dedicated to the healthy development of our families. While maintaining the endurance of cultural values and the protection of our vital natural resources, community members enjoy a healthy lifestyle with opportunities for vocational and recreational activities. Tribal leadership is strong, fair and a great model for future generations of Burns Paiute leaders. The Burns Paiute Reservation is in rural eastern Oregon and is primarily comprised of the descendants of the Wadatika Band of Northern Paiutes. The traditional homelands of the Burns Paiute include 5,250 square miles of land in central-southeastern Oregon, Northern Nevada, northwestern California, and western Idaho. The Burns Paiute still maintains Aboriginal title to much of our Aboriginal territory. We are a relatively “young” community with over 50% of our population being under the age of eighteen.

POSITION SUMMARY

The Planning & Economic Development Director will supervise a team of approximately eight employees. Under the supervision of the Tribal General Manager, the Planning & Ec. Dev. Director's primary responsibilities include identifying strategic priorities to improve the economic vibrancy and overall quality of life for Tribal members. Additional responsibilities include Tribal planning efforts to determine the existing status and future needs and demands of Tribal infrastructure as it relates to social, environmental, cultural, and current economic conditions. This position directly impacts the quality of life of all Tribal residents by providing current and future financial resources to Tribal programs, projects, infrastructure needs as aligned with Tribal goals.

DUTIES and RESPONSIBILITIES

- Study and understand the Burns Paiute history, structure, objectives and financial needs of the Tribe.
- Act as the primary representative and advocate for the Tribe on issues surrounding economic and business development activities.
- Shall assess immediate and long-term needs of the Tribal membership, entity and programs; planning new and expanded programs of service.
- Ensure the implementation of the strategic direction is consistent with Burns Paiute Strategic Plan
- Knowledge of applicable federal, state, county laws, regulations, and requirements in the administration of grants and grant agreements.
- Demonstrated Knowledge of federal, state, and private funding sources.
- Demonstrated knowledge of 2 CFR, Part 200 regulation.
- Researches and prepares project plans and financing proposals for community facilities and public works projects that promote community/economic development for the BPT members.
- Research new funding and business development opportunities on a local, state, and federal level.
- Develop and maintain strong and collaborative partnerships with local, state and federal organizations that are in the realm of economic development and planning.

- Negotiate potential business development agreements in coordination with staff and General Manager to be submitted to Tribal Council for approval.
- Demonstrated knowledge of business recruitment, business retention & expansion, strategic planning and real estate development.
- Coordinate small-business assistance groups to assist start-ups and existing businesses with technical assistance.
- Identify local lands under Tribal jurisdiction to develop new or regulate existing or potential infrastructure.
- Oversee mapping of new or existing infrastructure systems in collaboration with other staff for review by Tribal Council.
- Develop project execution plans, staff, labor, subcontractors and project engineers for construction projects and infrastructure build-outs.
- Experienced in Project Management to Monitor, control, and report on financial performance of any construction project from start to project completion.
- All other duties as determined and assigned by the General Manager.

EDUCATION or EXPERIENCE REQUIREMENTS

- Ability to develop and produce grants and other proposals.
- Ability to fundraise for priority projects outside of grants.
- Strong research skills and knowledge of information sources.
- Must be able to communicate effectively both written and orally.
- Multitasking, organizational and time management skills.
- Ability to work independently and in a team environment.
- Ability to manage confidential matters with utmost integrity.
- Ability to work with a diverse group of individuals.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to manage multiple tasks and meet deadlines.
- Ability to exercise independent judgment.
- Physical ability to perform essential job functions including, but not limited to, sitting for extended periods of time, stranding, walking, stooping/bending, pushing/pulling (approximately 20 lbs.), lifting (approximately 30 lbs.), and climbing stairs.
- Ability to develop and produce grants and other proposals.

OTHER DESIRED QUALIFICATIONS

- Graduation from an accredited college/university with a Bachelor's degree in Public Administration, Business Administration, Economic Development, or a related field.
- 5+ years of demonstrated work experience at a level that required supervision and project management.
- Master's degree preferred in lieu of 2 years of work experience.

PERFORMANCE FACTORS

- **Attendance and Dependability:** The employee can be depended on to report to work at the scheduled time and is seldom absent from work. Employees are dependable and will complete work in a timely, accurate, and thorough manner and are conscientious about assignments.
- **Communication and Contact:** The employee communicates effectively both verbally and in writing with superiors, colleagues, and individuals inside and outside the Company.
- **Relationships with Others:** The employee works effectively and relates well with others including superiors, colleagues, and individuals inside and outside the Company. The employee exhibits a professional manner in dealing with others and works, to maintain constructive working relationships.

INDIAN PREFERENCE

Indian preference will be given to candidates showing proof of enrollment in a federally recognized tribe. In the absence of Indian applications meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, political preference, age, religion, or national origin.

Successful Candidate must:

- Submit to, and pass a drug test
- Agree to a criminal background check
- Sign confidentiality clause
- Be insurable to operate tribal vehicles (3-year clean driving record)

HOW TO APPLY:

Return completed Burns Paiute Tribe Application, cover letter, resume, and education transcripts to:

Human Resources Director
100 Pasigo Street
Burns, OR 97720

Telephone: 541-573-8013
Fax: 541-573-2323
Email: hr@burnspaiute-nsn.gov

Application for employment available at 100 Pasigo Street, Burns, OR 97720 Monday - Friday 8-5pm or request one via email: hr@burnspaiute-nsn.gov.

Job Application: [BPT Application](#)