



JOB DESCRIPTION

Job Title: Director of Special Projects

Reports to: Chief Executive Officer

Employment Status: Full Time/Exempt

Classification: Exempt

Salary Range: Based on Experience

Supervisory Status: No

Revision Date: 10/12/2023

Summary:

The Director of Special Projects will be responsible for overseeing a number of strategic projects critical to the Strategic Plan of Tunica-Biloxi Industries, LLC. The Director of Special projects will perform a variety of managerial and administrative duties in assisting Executive management.

Responsibilities:

Executive Administration

- Assist in the coordination of Executive staff communication and schedules.
- Prepare professional correspondence to vendors and customers as required.
- Coordinate and schedule various project management tasks
- Document standards to ensure goals and milestones are achieved and that performance is consistent with the values of the Company.
- Monitor project progress and set timelines.
- Evaluate project performance and contractor deliverable.
- Ensure projects are completed within the deadline.
- Communicate project status with stakeholders and sponsors.
- Host meetings, visits and tours with business prospects and allies.
- Conduct promotional and informational presentations.
- Ensure departmental/unit strategic planning projects reflect organizational strategic priorities.

Business/Economic Development

- Development and implementation of targeted business attraction activities to reach prospects.
- Analyze macroeconomic factors, competitive dynamics, market share changes, organization capabilities (e.g., product line performance), government regulation, and strategic risks.
- Maintain professional business relationships with clients, brokers, consultants, site selectors and needed critical allies.
- Assist with the development of a comprehensive, inclusive strategic plan and growth strategy by collaborating with executive staff and the TBEDA.
- Respond to and manage responses to inquiries.

- Identify areas of opportunity and weakness to improve competitiveness.
- Development and implement targeted business attractions.
- Compile demographic and economic data
- Assist existing companies to facilitate the retention and expansion of their business.
- Assist in researching, writing, and administering grants on behalf of Tunica-Biloxi Industries

Education/Experience:

- Bachelor's degree required.
- 10+ years of economic development and/or project management experience
- 5+ years of Human Resources and/or Administrative Management
- 5+ years of textile manufacturing experience to include processes production, quality, manufacturing productivity, lead times, quality control and safety.
- Must have effective oral and written communication skills coupled with the ability to establish and maintain productive customer and industry participant networks.

Salary and Incentive Compensation Package Dependent upon Experience

This is not an exhaustive list of all duties and responsibilities associated with it. Tunica Biloxi Industries, LLC reserves the right to amend and change responsibilities to meet business and organizational needs.

**PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN INDIANS.
Proof of tribal citizenship is required to be deemed preference eligible.**