



A DIVISION OF ELTUEG CORPORATION

Employment Opportunity - Chief Operating Officer (COO) - Eltueg Federal Services

Reports to: Eltueg CEO & Eltueg Corporation Board of Directors

Classification: Exempt

Employment Status: Full Time / Hybrid (Contract/Consultant)

Health Insurance Stipend: \$400/month

Salary Range: Annual Salary - \$62,000 to \$67,000 DOE

Supervisory Status: Yes

SUMMARY

Eltueg Federal, LLC is a wholly owned division of Eltueg Corporation. Eltueg Corporation is the Section 17 Corporation operating as the economic arm of the Mi'kmaq Nation in Maine.

Headquartered in Presque Isle, Maine, as part of the Mi'kmaq Nation and Eltueg Corporation, Eltueg Federal serves as a holding company for the federal contracting enterprises of Eltueg Corporation.

The Chief Operating Officer (COO) of Eltueg Federal Services is responsible for implementing the goals and objectives identified by the Eltueg Corporation Board of Directors. The COO of Eltueg Federal Services will oversee the operations, administration and development of Eltueg Federal and its subsidiaries. This role will be responsible for strategy formulation including developing the corporate vision and strategy, overseeing employees of Eltueg Federal, strategic planning, and leading strategic initiatives. The COO is charged with:

- **Strategic Leadership:** Develop and implement short and long-range growth and strategy plans. Develop and adhere to policies that manage and support Eltueg Federal's strategic initiatives and culture and provide comprehensive updates and recommendations to the Board of Directors.
- **Administrative Oversight:** Direct Eltueg Federal's daily operations, including contract negotiations, procurement processes, and program evaluations. Ensure effective resource management and oversee the development of internal policies and budgets.
- **Stakeholder Engagement:** Foster strong relationships with public and private sector organizations, engage in public relations activities, and address community and industry concerns.
- **Personnel Management:** Lead and develop the Eltueg Federal team, including hiring, training, performance management, etc. Ensure a positive, productive work environment.

RESPONSIBILITIES

- Provides regular reports to the Board of Directors concerning the status of programs, finances budgets and departmental staffing.

- Develops, implements, and monitors immediate and long-range strategic plans in accordance with Eltueg Corporations vision and goals.
- Initiates and develops contacts for funding sources, supervises the preparation of funding proposals, negotiates contracts and oversees awards.
- Directs and coordinates Eltueg Federal departments, programs, and subsidiaries.
- Designs and implements new programs, monitors contract compliance, and ensures contract compliance with budgetary constraints.
- Acts as a liaison between Eltueg Federal and external agencies and attends meetings, conferences, and workshops on behalf of Eltueg Federal.
- Manages staff and compliance with departmental and tribal policies and procedures to include performance management, attendance, salary administration and discipline.
- Oversee Eltueg Federal financial affairs, develops and administers budgets, approves Eltueg Federal purchases and vouchers for payment.
- Maintains and safeguards Eltueg Federal records, information systems, and physical assets.
- Supervises department managers and monitors compliance with personnel policies and procedures.
- Facilitates communications between Eltueg Federal and program directors, outside agencies and the Tribal community.
- Oversees and approves departmental hiring and ensures personnel policies and procedures are adhered to throughout the screening, interviewing and hiring process. Makes recommendations to Board of Directors in regard to new positions to support new programing or program enhancements that require additional funding.
- Other duties as assigned.

QUALIFICATIONS

- Masters Degree or Bachelors Degree in Business Administration, Finance, or other related field *or* 8+ years workforce education equivalency
- 3 - 5 years' experience in federal market business development, capture and proposal development, writing, contract management and coordinating bids.
- Direct Experience in developing business, and establishing relationships in an SBA 8(a), SBA Mentor Protégé, HUBZone-related business for a federal contractor.
- Demonstrated ability to manage federal contracts from inception
- Federal Contracting financial management required
- AIT/ANC/NHO 8(a) experience required.
- Demonstrated ability to develop and execute strategic plans in the federal gov. arena.
- Proven leadership and team management skills; ability to motivate, mentor, and develop revenue generation.
- Microix/MIP Project Management experience is preferred

If you are interested in applying for this position, please submit a completed job application. A completed application includes copies of certificates/licenses/degrees (if applicable), a cover letter and resume, *plus* three professional references from current or past employers (within 3 years). Eltueg's job application can be found at eltueg.com/jobs and here.

An offer of employment will not be made without a successful DHHS, State of Maine background check, and or FBI fingerprint background check.

The closing date for this position is March 21, 2025

Please send the completed application to the following address or email:

Eltueg
c/o Christina Kane-Gibson
7 Northern Road Presque Isle, Me. 04769
ckanegibson@micmac-nsn.gov
ckanegibson@eltueg.com

Eltueg and the Mi'kmaq Nation practice Native Preference to qualified Native Americans under Public Law 93-638 and is an Equal Opportunity and Service Provider.