
**Employment Opportunity - Chief Executive Officer Fellow (Trainee) -
Eltueg Development Corporation**

Reports to: Eltueg Corporation Board of Directors

Classification: Exempt

Employment Status: Six-month, full-time CEO Fellowship with potential full-time CEO offer after Board vote (if applicable)

Salary Range: Fellow/Trainee - \$23-\$30/hour DOE (\$22,500 - \$29,000/over 6 months)
FT CEO (if appointed) - \$67,000 - \$86,400/year DOE

Supervisory Status: Yes

Benefits: Health Insurance Stipend, \$100/week

SUMMARY

Eltueg Corporation is the Section 17 Corporation operating as the economic arm of the Mi'kmaq Nation in Maine. Our purpose is to engage in business and enterprise ventures to promote the economic development of the Mi'kmaq Nation. Eltueg and its business affiliates will consistently meet business standards of high performance and profitability in a manner consistent with the cultural values of the Mi'kmaq Nation while respecting natural resources and the natural environment.

Appointment Path - 6-Month On-Ramp (If Applicable): Paid **Eltueg CEO Fellow** Six-month paid CEO Fellowship with mentoring from the current CEO (1–2 days/week) and weekly check-ins with a Board Sponsor. At month six, the Board votes on appointing the Fellow as CEO.

Reporting & Team: Reports to the Eltueg Board of Directors; collaborates day-to-day with the Eltueg Federal COO; supervises admin/finance/program staff and manages consultants. During the Fellowship, works closely with the current CEO.

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

subsidiaries strategic initiatives and culture and provide comprehensive updates and recommendations to the Board of Directors.

- **Administrative Oversight:** Direct Eltueg's daily operations. 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 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.
- Prepare board materials, track KPIs, and execute resolutions/DOA with discipline and transparency
- Lead the stand-up of the Commercial division; develop and launch the first venture.
- 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.
- Lead budget and forecast cycles; ensure cash visibility (60–90 days) and cost control.
- Directs and coordinates departments, programs, and subsidiaries.
- Designs and implements new opportunities
- Liaison between Eltueg and external agencies and attends meetings, conferences, and workshops on behalf of Eltueg.
- Manages staff and compliance with departmental and corporation policies and procedures to include performance management, attendance, salary administration and discipline.
- Oversee financial affairs, develops and administers budgets, approves purchases
- Maintains and safeguards records, information systems, and physical assets.
- Supervises compliance with personnel policies and procedures.
- Facilitates communications between directors, outside agencies and the Tribal community.
- Oversees 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.
- Uphold a respectful, accountable culture.
- 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' direct experience in business development
- Financial management required
- Demonstrated ability to develop and execute strategic plans
- Proven leadership and team management skills; ability to motivate, mentor, and develop revenue generation.
- Tribal enterprise experience
- Unanet experience is preferred
- Commitment to the Mi'kmaq community and a strong learning mindset.

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. Eltueg's job application can be found at eltueg.com/jobs.

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

This position remains open until filled.

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

Eltueg Corporation
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.