
**Employment Opportunity - Chief Executive Officer
Eltueg Corporation**

Reports to: Eltueg Corporation Board of Directors

Classification: Exempt

Employment Status: FT CEO

Salary Range: \$67,000 - \$86,400/year DOE

Supervisory Status: Yes

Benefits: Health Insurance Stipend, \$100/week

SUMMARY

Eltueg Corporation is the federally chartered Section 17 business arm of the Mi'kmaq Nation in Maine. Eltueg exists to advance Tribal economic development through business ownership, enterprise development, strategic partnerships, and revenue-generating initiatives that strengthen the long-term economic position of the Mi'kmaq Nation.

The Chief Executive Officer is responsible for leading the continued development and daily management of Eltueg Corporation. This includes carrying out Board-approved priorities, overseeing operations, supporting business development, supervising staff and consultants, monitoring financial activity, strengthening internal systems, and helping move Eltueg's business lines from planning into implementation.

This is a hands-on leadership position for a growing Tribal enterprise. Eltueg is still developing its staffing, systems, policies, subsidiaries, and revenue-generating business lines. The successful candidate must be comfortable working in a growing environment where priorities may shift and where practical problem-solving, communication, follow-through, and sound judgment are essential.

The CEO is not expected to independently serve as the corporation's sole finance, legal, HR, grant, technical, or operations professional. However, the CEO must be able to understand when those supports are needed, work effectively with staff and consultants, and bring resource needs and recommendations to the Board in a timely manner.

The ideal candidate does not need to have previously served as a CEO. However, they must demonstrate leadership experience, sound business judgment, financial awareness, professionalism, and the ability to learn quickly while managing competing priorities. Experience with Tribal government, Tribal enterprises, business administration, economic development, finance,

operations, grants, contracts, property management, federal contracting, or entrepreneurship is highly valuable.

The CEO reports directly to the Eltueg Corporation Board of Directors and is responsible for providing the Board with clear, timely, and accurate information to support oversight, decision-making, and long-term planning.

ESSENTIAL DUTIES & RESPONSIBILITIES

Executive Leadership and Board Direction

The CEO will provide leadership for Eltueg Corporation in partnership with the Board of Directors, staff, consultants, contractors, and approved support resources.

Responsibilities include:

- Carry out Board-approved goals, priorities, resolutions, and business decisions.
- Develop and implement short-term and long-term work plans for Eltueg Corporation.
- Help establish realistic priorities, timelines, staffing needs, budgets, and performance goals.
- Provide regular written and verbal updates to the Board regarding operations, finances, staffing, risks, opportunities, and business development.
- Identify issues requiring Board direction and bring forward clear recommendations, options, and supporting information.
- Support the continued development of Eltueg's corporate structure, subsidiaries, policies, systems, and operating procedures.
- Promote a respectful, accountable, professional, and mission-aligned workplace culture.

Business Development and Enterprise Growth

The CEO will help identify, evaluate, and advance business opportunities that support Eltueg's purpose as the economic arm of the Mi'kmaq Nation.

Responsibilities include:

- Support the development of Eltueg's commercial and federal business activities, including subsidiaries and emerging ventures.
- Identify and evaluate new business opportunities for feasibility, cost, risk, staffing needs, revenue potential, and alignment with Board priorities.
- Move approved business opportunities from planning into action with clear next steps, timelines, and accountability.
- Develop and maintain relationships with public agencies, private businesses, financial institutions, contractors, funders, vendors, and strategic partners.
- Support the preparation of proposals, funding requests, contracts, agreements, and business development materials as appropriate.
- Represent Eltueg professionally in business development discussions, meetings, conferences, and community settings.

- Coordinate with Eltueg Federal, Eltueg Commercial, and subsidiary leadership as directed by the Board.

Financial Awareness and Accountability

The CEO is responsible for supporting the financial health and accountability of Eltueg Corporation. The CEO is not expected to serve as the sole finance professional, but must be able to understand financial information, ask appropriate questions, monitor spending, and work with finance staff, contractors, accountants, and consultants.

Responsibilities include:

- Work with finance staff, contractors, accountants, or consultants to develop annual budgets, financial forecasts, and operating plans.
- Monitor revenue, expenses, cash flow, obligations, and financial risks.
- Review financial reports and provide clear financial updates to the Board.
- Support responsible purchasing, documentation, approval processes, and internal financial controls.
- Ensure financial concerns, funding gaps, or budget issues are brought to the Board in a timely manner.
- Support grant, contract, funding, and reporting compliance where applicable.
- Recommend corrective action when budgets, spending, staffing, or projects present financial or operational risk.

Operations and Administration

The CEO will oversee the daily administration and operations of Eltueg Corporation within the approved staffing, budget, and support structure.

Responsibilities include:

- Direct and coordinate assigned corporate operations, departments, programs, subsidiaries, staff, consultants, contractors, and vendors.
- Ensure work is moving forward across assigned business areas.
- Support the development and improvement of internal policies, procedures, systems, records, and reporting processes.
- Maintain and safeguard records, contracts, business information, digital systems, and physical assets.
- Oversee insurance, licensing, compliance, vendor relationships, and operational needs as applicable.
- Ensure Board resolutions, delegated authority, and approved decisions are implemented accurately.
- Identify when additional expertise, staffing, legal review, financial support, or Board direction is needed.

Personnel Management

The CEO will supervise staff, consultants, contractors, vendors, and assigned leadership positions.

Responsibilities include:

- Supervise employees, consultants, contractors, and vendors as assigned.
- Recommend staffing structures needed to support Eltueg's growth and operations.
- Oversee hiring, onboarding, training, performance management, discipline, and personnel compliance.
- Ensure employees and contractors understand their roles, priorities, deadlines, and reporting expectations.
- Address performance concerns directly and appropriately.
- Support a work environment based on professionalism, accountability, respect, and follow-through.
- Ensure personnel policies and procedures are followed throughout hiring, supervision, discipline, and employment-related processes.

Governance, Communication, and Reporting

The CEO serves as the primary executive liaison to the Eltueg Corporation Board of Directors.

Responsibilities include:

- Prepare regular CEO reports, financial updates, business development updates, and Board materials.
- Present recommendations to the Board with clear information about cost, risk, staffing, revenue potential, and requested decisions.
- Carry out Board-approved goals, resolutions, and directives.
- Maintain professional communication with the Board President and Directors.
- Support strong governance practices, transparency, and accountability.
- Ensure major decisions are brought to the Board appropriately and in a timely manner.

Stakeholder, Tribal, and Community Relations

The CEO will represent Eltueg Corporation in a professional manner with Tribal leadership, community members, public agencies, funders, business partners, vendors, and other stakeholders.

Responsibilities include:

- Build and maintain relationships with Tribal, local, state, federal, private sector, and community partners.
- Communicate Eltueg's purpose, priorities, and business activities clearly and appropriately.
- Support coordination between Eltueg Corporation, the Mi'kmaq Nation, subsidiaries, partners, and outside agencies.
- Attend meetings, conferences, workshops, and business development events on behalf of Eltueg.

- Foster communication that supports trust, professionalism, and shared understanding.

QUALIFICATIONS

Required

- Bachelor's degree in business administration, finance, public administration, economic development, management, or a related field, or equivalent combination of education, training, and professional experience.
- Minimum of 5 years of progressive leadership, management, business, finance, operations, economic development, program administration, or related experience.
- Demonstrated ability to manage projects, people, budgets, vendors, consultants, contractors, programs, or business operations.
- Strong communication skills and ability to provide clear updates, recommendations, and reports to a Board, Council, leadership team, or governing body.
- Ability to review budgets, track expenses, understand financial reports, and make responsible financial recommendations.
- Ability to evaluate opportunities, identify risks, and move approved work from planning into action.
- Strong organizational skills, follow-through, and ability to manage multiple priorities.
- Ability to work with confidentiality, professionalism, discretion, and sound judgment.
- Commitment to the purpose of Eltueg Corporation and the economic development priorities of the Mi'kmaq Nation.

Preferred

- Mi'kmaq Tribal member or qualified Native American applicant.
- Experience with Tribal government, Tribal enterprises, Native-owned businesses, or community-based economic development.
- Experience with federal contracting, 8(a), procurement, grants, business development, property operations, tourism, venue management, or enterprise development.
- Experience working with a Board of Directors, Tribal Council, executive leadership team, or governing body.
- Experience with financial systems, payroll systems, grant systems, project management tools, or business operations software.
- Entrepreneurial experience, including starting, managing, or growing a business, program, department, or initiative.
- Experience supervising staff, contractors, consultants, vendors, or partner relationships.
- Master's degree in business administration, finance, public administration, economic development, or related field.

Required Competencies

The successful candidate must demonstrate:

- Sound judgment and professionalism.
- Strong communication and follow-through.

- Financial awareness and operational discipline.
- Ability to learn quickly and ask appropriate questions.
- Ability to build systems where systems do not yet exist.
- Ability to move projects from idea to implementation.
- Comfort working in a growing and changing environment.
- Respect for Tribal sovereignty, culture, governance, and community priorities.
- Ability to manage competing priorities without losing sight of long-term goals.
- Accountability, transparency, and discretion.
- Ability to lead with both urgency and care.

Physical and Work Environment Requirements

This position may require sitting, standing, walking, computer work, phone and video meetings, travel to meetings or events, and occasional attendance at evening or weekend meetings or activities. The position may require work in office, community, business, conference, or property-based settings depending on Eltueg's operational needs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Application Requirements

Interested applicants must submit a completed Eltueg job application. A completed application includes:

- Cover letter.
- Resume.
- Three professional references from current or past employers or professional contacts.
- Copies of relevant degrees, certificates, or licenses, if applicable.

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

An offer of employment will not be made without successful completion of required background checks, which may include DHHS, State of Maine, and/or FBI fingerprint background checks.

This position remains open until filled.

Please send completed application materials to:

Eltueg Corporation
7 Northern Road
Presque Isle, ME 04769
bmyers@eltueg.com

Eltueg Corporation and the Mi'kmaq Nation practice Native Preference for qualified Native Americans under Public Law 93-638 and are Equal Opportunity and Service Providers.