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**Karuk Community Health Clinic**  
64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270



**Karuk Dental Clinic**  
64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

**Administrative Office**  
Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

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## Vacancy Announcement

**Title:** Director of Economic Development

**Reports To:** Chief Executive Officer

**Location:** Happy Camp or Yreka, CA

**Assigned Work Location:** Happy Camp or Yreka, CA

**Salary:** \$110,000-\$130,000 per year/ DOE

**Classification:** Full time, Regular, Exempt

**Summary:** The Director of Economic Development (DED) assesses immediate and long-term economic needs of the Karuk Tribal government. Working in concert with tribal enterprises, directors and managers the DED plans new and expanded programs to serve tribal member-owned small businesses, tribal-owned enterprises and the tribal government; researches and writes grants and funding proposals; secures financial and other resources required for successful program implementation and continuation toward economic self-sufficiency.

### **Application Deadline: March 11, 2026 by 5:00 PM**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us) The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resources, Telephone (530) 493-1600 ext. 7034 / 2043, Fax: (855) 437-7888, Email: [humanresources@karuk.us](mailto:humanresources@karuk.us)

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### POSITION DESCRIPTION

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#### Responsibilities:

1. Prepares annual plans consistent with the mission of the Karuk Tribe's objectives, activities, timelines, to assist the Council in developing long range community/ economic development strategies (Comprehensive Economic Development Strategy- CEDS). Oversees the implementation and updating of the Tribe's CEDS.
2. Monitors Notices of Funding Availability (NOFA), Requests for Application (RFA) published by public or private sector resources in order to meet the high priority needs of the tribal membership; respond to notifications and inquiries received from Council, tribal administrators and department directors; implement and sustain department with funding opportunities.
3. Works with Tribe's Chief Financial Officer (CFO) to ensure department meets all auditing requirements.
4. Assesses the programmatic condition of the Economic Development Department (EDD) and makes monthly operating report to the Tribal Council; responds to requests from other department personnel regarding activities.
5. Researches and prepares business plans and financing proposals for Tribal Enterprises.
6. Researches and prepares project plans and financing proposals for projects that promote community or economic development for the Karuk People.

7. Assists small business development services to entrepreneurs and prospective business owners within the Ancestral Territory of the Karuk Tribe. Provides referrals to agencies to assist tribal member/descendent entrepreneurs with business planning and/or financing.
8. As a member of the Tribe's Management Team, works cooperatively with other department directors to develop and implement sound plans, budgets and financial systems.
9. Provides analysis of trends in public and private funding availability, trends in revenues and expenditures, and provides advice on potentially adverse or beneficial impacts.
10. Serves as the official representative of the Tribe to community members and organizations, creditors, funding agencies; advocates for public policies, as well as public and private sector support of economic development programs and promotes collaborative approaches to economic development programs.
11. Adheres to Tribe's and Program's confidentiality and personnel policies.
12. Be available for local and out of the area travel as required for job related training and various activities.
13. Attends all required meetings, trainings and functions.
14. Be polite and maintain a priority system in accepting other job-related duties, as assigned.

**Qualifications:**

1. Strives to be "solution-focused" and presents challenges with recommendations for solutions that best meet the needs of the Karuk Tribe.
2. Establishes and maintains an effective working relationship with the public, outside agencies, both public and private.
3. Demonstrated ability to work effectively with Native American youth and family members in culturally diverse environments.
4. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
5. Demonstrates the ability to manage time well and work under stressful conditions with an even temperament.
6. Demonstrated ability to understand and follow oral and written instructions.
7. Demonstrates ability to use a variety of computer programs and in particular understand, and when necessary, operates software such as Windows 10 and MS Office Suite applications.
8. Demonstrates strong organizational skills, be able to prioritize duties and ensure timely completion of tasks.

**Requirements:**

1. Masters' of Business Administration (MBA) with minimum of three years' experience and proven success in rural economic development, or Bachelors' of Arts or Sciences (BA/BS) in Business Administration with five years proven success in rural economic development. Progressively responsible work experience and proven success in a similar occupation may be substituted for the educational requirement.
2. Demonstrated abilities to plan, finance, implement and manage economic development enterprises, and projects.

3. Must have demonstrated knowledge of Generally Accepted Accounting Principles (GAAP) preferred, federal compact, contract and grant management procedures and Office of Management & Budget (OMB) Circulars and other regulations governing financial management practices of Tribal Governments preferred.
4. Must have demonstrated ability to define problems, collect data, establish facts and draw valid conclusions, ability to interpret an extensive variety of technical instructions in mathematical or diagram form and communicate findings and conclusions to governing boards, members of the management team or tribal membership.
5. Must have excellent writing skills, experience working with the public and good communication skills.
6. Must have strategic planning and implementation background in private and public sector.
7. Possess abilities to set realistic goals; manage multiple administrative activities, programs, and projects; set priorities for a coordinated organizational work effort; manage time well; take initiative; and work under moderately to highly stressful conditions.
8. Must adhere to confidentiality policy.
9. Must be a self-starter, well organized, and willing to learn new skills.
10. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
11. Must successfully pass a pre-employment drug screening test.
12. Must adhere to required pre-employment background check, crim check and FBI fingerprints. Additionally, (IF applicable): Investigation of character as required by the Indian Child Protection and Family Violence Act (ICPFVP). The minimum standards require an investigation that shall include: a check of fingerprint files of the Federal Bureau of Investigation (FBI) and to appropriate local law enforcement agencies. The applicant must not have been found guilty of, or entered a plea of no contender or guilty plea to any felonious offenses or two or more misdemeanor offense under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; an offense committed against children.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Committee Approved:** February 24, 2026

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Form Approved by Council 11/20/25