



**P. O. Box 107**

**Aniak, AK. 99557**

**Ph: (907) 675-4388**

**Email: [nvngovernment@gmail.com](mailto:nvngovernment@gmail.com)**

**Website: [www.napaimute.org](http://www.napaimute.org)**

**Position:** Business Development and Compliance Manager  
**Salary Range:** \$62, 000 DOE  
**Position Status:** Full time, exempt.

**Description of Duties:**

**Overview of Responsibilities:** *Assist with procurement and Human Resource policies and procedures, with some oversight over HR activities. Assist with writing and reporting on grants and ensure NVN compliance with grant requirements and NVN internal policies and procedures. Develop business plans, policies, and procedures for efficient and effective operations of the government and new and current business lines of the Enterprise. Develop contracts as needed to formalize business agreements.*

**Job duties include:**

- Assist in the development of business plans for various lines of business under the NVN Enterprise for Tribal Council consideration.
- Responsible for Procurement and Contracts.
- Manage NVN Insurance policies and other risk management.
- Manage and develop Policies and Procedures to support strong internal controls.
- Assists with grant writing and reporting as necessary to support operations.
- Assists with carrying out the goals and objectives set by the Tribal Council.
- Assists with coordinating the financial audit, budget preparation and indirect cost proposal.
- Manage all Human Resource policies and procedures, salary schedules, job descriptions, employee evaluation tools, benefit plans, workers compensation insurance and compliance by NVN managers.
- Develop and manage Cooperative Agreements with partners to ensure effective business outcomes.
- Manage capital assets listing.
- Other duties as assigned.

**Qualifications:**

- College degree is preferred.
- Experience with grant writing or grant management preferred.
- Experience creating business plans to support business viability preferred.
- Experience working with or for tribal governments required.
- High degree of self-motivation and independency is required.
- Must have well developed written and verbal skills.
- Must be familiar with the history, lifestyle, and culture of the Native Village of Napaimute and middle-Kuskokwim region.

***The Native Village of Napaimute is a drug and alcohol-free workplace.***

For more information and to request an application packet please contact:

Audrey Leary, Executive Director

(907) 538-2821

[nvngovernment@gmail.com](mailto:nvngovernment@gmail.com)

**Open Until Filled**