



QUILEUTE TRIBAL ENTERPRISES

HUMAN RESOURCES DEPT.

P.O. Box 67, La Push, WA 98350

(360) 640-5613

Position: Enterprise Executive Director (Full-Time)

Organization: Quileute Tribal Enterprises (QTE)

Supervisor: Quileute Enterprise Board

Salary Range: \$100,000 – \$135,000 (DOE)

Closes: Open until filled

Position Summary:

Quileute Tribal Enterprises (QTE) is a tribally owned business entity managing a diverse portfolio of operations in La Push, WA, including the Quileute Oceanside Resort, The River's Edge Restaurant, Riverview RV Park, Quileute Marina, The Native Grounds Coffee Shop, Lonesome Creek Convenience Store and Gas Station, Event Center, Kitla Storage, and parking operations. Together, these enterprises generate significant annual revenue, create employment opportunities, and support the economic growth of the Quileute Tribe.

The Enterprise Executive Director provides overall leadership, strategic direction, and operational oversight across all QTE businesses, ensuring alignment with the Quileute Enterprise Board's vision. This role emphasizes sustainable growth, profitability, quality service delivery, employee development, and community engagement.

Key Responsibilities:

Operational Leadership

- Direct day-to-day operations across all enterprises, ensuring adherence to policies, procedures, and long-term goals.
- Monitor, track, and report progress on projects and operational performance to the Enterprise Board.
- Conduct regular facility inspections to ensure safety, standards, and customer satisfaction.

Financial Management

- Develop, review, and oversee operational budgets, financial reporting, revenue projections, and inventory controls.
- Analyze financial trends, report findings to the Board, coordinate submission of Annual Report to QTC and implement corrective measures.

- Prepare and manage capital expenditure budgets; maintain strong internal controls to safeguard assets.
- Work with auditors and accountants to ensure accurate and transparent financial reporting.

Marketing & Strategic Growth

- Develop and execute annual marketing plans to maximize enterprise visibility, occupancy, and revenue.
- Identify market trends and new business opportunities to expand enterprise operations.
- Coordinate cross-enterprise initiatives to improve operational efficiency and profitability.

Team Leadership & Development

- Recruit, coach, train, and supervise enterprise managers, promoting employee growth and succession planning.
- Encourage professional development, prioritize opportunities for Quileute tribal members, and foster a positive organizational culture.
- Implement fair and consistent disciplinary and performance management practices.

Executive Skills & Qualifications

- Executive-level leadership experience managing multi-unit operations with \$5M+ annual revenue.
- Expertise in strategic and business planning, financial management, and board governance.
- Strong problem-solving, decision-making, and communication skills, both verbal and written.
- Demonstrated cultural sensitivity and ability to work effectively with tribal leadership, staff, and community.
- High professional integrity, accountability, and adaptability.

Education & Experience

- Bachelor's degree in business administration, Hospitality, or related field preferred.
- Alternatively, a minimum of seven years of progressive leadership experience in multi-unit operations, preferably within a tribal enterprise.

Special Requirements:

- Must adhere to all Quileute Tribal Enterprise Drug and Alcohol Policies
- Must maintain a valid driver's license throughout employment

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

How to Apply:

To apply, please submit the following to the Quileute Tribal Enterprises Human Resources Department:

- A completed **Quileute Tribal Enterprise job application**
- A **cover letter**
- A **current resume**

Submission Options:

Mail: Quileute Tribal Enterprises Human Resources Department

PO Box 67, La Push, WA 98350

Email: Cynthia.Barajas@quileutetribe.com

Application Access:

Applications are available online at www.quileutenation.org.