

**Job Number:** WFS- 2020-80  
**Job Title:** President Waséyabek Federal Division  
**Supervisor:** Chief Executive Officer (CEO) Waséyabek Development Company  
**Status:** Full Time  
**Office Location:** Remote with ability to travel to Grand Rapids, MI

Waséyabek Federal Services, LLC (WFS) is a subsidiary of Waséyabek Development Company, LLC (WDC), providing services to the Federal marketplace. WDC is a legal entity, created and wholly owned by the Nottawaseppi Huron Band of the Potawatomi (NHBP), a Federally recognized Indian Tribe. WDC is committed to fostering the development of a stable, diversified economy for members of the Band which will contribute to their long-term wealth and economic self-sufficiency while managing risk and creating quality employment opportunities.

## **POSITION SUMMARY**

The President of Waséyabek Federal Services (WFS) is a member of the Federal Management Team and will work closely with the WDC CEO and executive team, as well as the Federal Dir of Operations. The President of WFS is responsible for providing leadership for the company's Federal operations, which include Tribal 8(a) entities. They will also be responsible for oversight of the quality of services, projects (including subsidiary development), internal system builds and implementation, improving ongoing financial growth and responding to industry needs. The incumbent in this position is responsible for growth of the Federal group and best position it to develop into two Divisions: A DoE Division and a DoD (and all other government agencies) Division.

## **ESSENTIAL FUNCTIONS**

The President of WFS will:

- Identify and implement strategies to improve overall Federal operating procedures and have an in-depth understanding of the financial and operation implications of those strategies
- Assist in developing two different practice areas (the DoE Division and the DoD Division) and implement transition
- Steer the Federal Division to a largely sole-source model
- Ensure and improve the performance, productivity, efficiency and profitability of departmental and organizational operations
- Plan, direct and coordinate the operations of WDC Federal companies
- Ensure operational procedures and practices are well defined, documented and consistently applied
- Proactively manage changes in project scope, identify potential crises, and devise contingency plans
- Work with the WDC CEO on long term strategy, mergers and acquisitions in Federal sector
- Function as lead contact in operations, as assigned

- Provide oversight to projects including subsidiary development, internal system builds and implementation, improving ongoing financial growth and responding to industry needs
- Maintain a continuous improvement plan and best practice within the companies
- Ensure that plans and policies are consistently understood, correctly interpreted and administered by subordinate managers
- Apply knowledge and experience with DoE and DOD plans, policies, standards, and methods including Federal Acquisition Regulations (FAR)
- Manage and control schedules and cost to provide on time, within budget, performance of all aspects of contractual efforts
- Cultivate strong teaming partner relationships
- Promotes company image by collaborating with customers, government, community organizations, and employees; enforcing ethical business practices
- Instill at all levels of operations the philosophy of continuous improvement
- Manage implementation and continuous improvement of key metrics including but not limited to: Revenue Earning initiatives, profit margins, operating expenses, cash flow, on time delivery, lead times, quality, and inventory
- Attract, hire, train, develop and direct a staff of general managers, business development and other professionals to oversee assigned areas of responsibility to achieve company goals and objectives
- Implement and utilize processes throughout operations to achieve profit objectives
- Utilizing shared services and legal departments, review contracts for and the Federal companies
- Review actual performance to plan and take appropriate actions to meet plan

## **RISK & FINANCIAL MANAGEMENT**

- Provide development of the organization, personnel, products, services, technology, and select financial resources to secure the position of the company and to facilitate its planned growth
- Understands basic revenue models, profit/Loss and cost-to-completion projections and makes decisions accordingly
- Accurately forecast revenue, profitability, margins, bill rates and utilization
- Ensure all business enterprises under WFS's management are operating in a fiscally responsible manner, adhering to all regulatory guidelines; internal controls; budgets; and policies and procedures
- Assist with development and implementation of annual business enterprise budgets.
- Recommend periodic revenue and profit goals for each area of responsibility
- Develop and administer overall operating budgets and direct approved capital expenditures within your authority to keep the company competitive
- Identify new and enhance existing processes designed to promote growth, customer service, cost reduction and expense control
- Understand the monthly Federal group financial statements and comprehensively explain variances and results in the monthly operations review meeting
- Report assigned subsidiary's performance versus profit plan goals and recommend corrective actions for underachievement

## **COMMUNICATION**

- Present and support varied points of view relative to a Federal Contracting Group's strategy and participate on team setting strategy
- Support the company's values, principles, vision, mission
- Serve as the voice of the customer between subsidiary and agency leadership, as needed
- Encourage open communication between team members, allowing them to bring ideas forward on how they can collectively deliver a more effective service

## **STRATEGIC PLANNING**

- In conjunction with the WDC CEO & executive team, participate in planning and implementing WDC's strategic and long-range goals
- Conducts organizational reviews to identify strengths, weaknesses, and opportunities and to evaluate operational effectiveness
- Contribute to the development of the company's vision and mission

## **LEADERSHIP**

- Direct and oversee assigned operations to achieve planned performance goals
- Assure the development of operation-level planning and control systems
- Supervise immediate subordinates and establish areas of responsibilities for each subordinate and authority levels regarding policies, contractual commitments, expenditures, and personal actions
- Actively develop qualified Tribal Members
- Generate all applicable reporting to corporate; assuring compliance with internal policies and procedures
- Maintain accurate, timely and transparent information regarding employee performance
- Utilize progressive discipline practices to address sub-standard performance in a timely manner and carry out with dignity and respect
- Invite and accept feedback and provide upward feedback

## **MINIMUM QUALIFICATIONS**

- Bachelor's Degree or relevant on the job experience of 10 years
- Ability to obtain and maintain Top Secret or Q Clearance
- Project Management Professional PMP Certification – preferred
- Must have minimum of five (5) years' experience working with 8(a) entities on Federal projects
- Proven record of business development with government agencies
- Positive CPAR or equivalent records
- Experience setting up all-small or 8(a) joint ventures and assisting the growth of 8(a) subsidiaries
- Ideally will bring relationships/contracts capable of off-setting salary and benefits requirements
- Minimum of ten (10) years of proven success in a senior management role in achieving substantial improvements in business operations resulting in significant and steady increases in profitability over the course of several reporting periods



- Experience in government agency contract operations, 8(a) business companies, program management, reporting, metrics, and risk management
- Demonstrated success in managing customer service, quality, scheduling, and purchasing
- Strong working knowledge of OSHA safety requirements
- Working knowledge of government contracts including SBA, FAR, DBA and SCA implications and regulations
- Proven ability to facilitate meetings for large or small groups
- Ability to work independently and as a team member under tight deadlines with changing priorities
- Strong data management skills
- Experience with Microsoft office suite including; Word, Excel, PowerPoint, Access and Visio
- Excellent writing and oral communication skills
- Strong organizational skills and detail oriented
- Expertise in technical and management proposal writing and development
- Ability to establish and maintain operational processes and procedures for small-medium sized office.
- Ability to function and adapt to changing environment and organizational protocols.
- Knowledge of government agency standards/protocols regarding operations, logistics and resource utilization.
- Must have knowledge and experience in re-badging Federal employees

## **PHYSICAL REQUIREMENTS**

Ability to focus on computer screens for extensive periods of time. The employee is occasionally required to stand and reach. The employee must occasionally lift and/or move up to 25 pounds.

## **WORK ENVIRONMENT**

This job operates in a professional office environment. The performance of this position may occasionally require exposure to the manufacturing areas that require the use of personal protective equipment such as safety glasses with side shields and mandatory hearing protection. Occasional local travel is expected with this position.

## **TRAVEL**

Must be willing to travel to the Grand Rapids, MI monthly  
Ability to travel up to 50% of the time

## **HIRING PREFERENCE**

Native American & Veteran Hiring Preferences will be applied in accordance with WDC policy

Waséyabek Development Company is committed to hiring and retaining a diverse workforce. We are proud to be an Equal Opportunity employer making decisions without regard to race, color, religion, creed, sex, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability, or any other protected class.