

Assistant Vice President – Indian Country Center

General Description

The Federal Reserve Bank of Minneapolis (the Bank) is looking for an assistant vice president to lead its Indian Country Center. This position has primary day-to-day leadership responsibility for co-directing and assisting in designing programs and initiatives related to Indian Country community and economic development in the district and nationally.

The position represents the district and Federal Reserve System (FRS) in public forums to share and advance Indian Country initiatives. It is responsible to lead all aspects of the Indian Country projects and initiatives and to plan and prioritize objectives and initiatives making recommendations and decisions regarding the Bank's work in this area.

The successful candidate will have a minimum of 10 years of demonstrated, progressive, and relevant leadership experience in a complex business environment, as evidenced by an established record of achievement. The candidate will also have a proven ability to think and act strategically and critically while interacting with a diverse group of executives, managers, and professionals. They must have the ability to meet critical deadlines, manage ambiguity, and deal with difficult situations as routine. The ability to conduct oneself, at all times, with integrity, honesty, and respect for every employee is paramount.

Overview of Responsibilities

Provides leadership and management oversight by co-directing the design of programs and initiatives related to Indian Country community and economic development in the district and nationally. Represents the district and the FRS in public forums to share and advance Indian Country initiatives.

Oversees and leads all aspects of large-scale and highly complex Indian Country projects and/or initiatives ensuring timely completion and adherence to quality standards. Plans and prioritizes objectives and initiatives and makes recommendations and decisions regarding the Bank's work in this area.

Frequently interacts with external organizations, including tribal or American Indian organizations and federal agencies, to agree on joint plans.

Directs or co-directs, in varying capacities, internal and external efforts to identify, develop, implement, and/or evaluate initiatives that promote economic development in Indian Country, which may include new policies, procedures, automation systems and/or products.

Serves as a high level project consultant and analytic advisor to senior leaders. Cultivates and builds relationships with key constituents (e.g., business and community leaders, financial institutions, educators, etc.) to stay informed of emerging and timely issues related to the Indian Country community and economic development programs.

Leads Bank and FRS task forces/work groups and assumes a leadership role in Indian Country projects and programs. Manages communications, facilitates meetings and conference calls, and coordinates work activities.

Maintains a high level of knowledge related to the technical, operational, and policy issues affecting economic development in Indian Country. Provides technical assistance on community and economic development issues in Indian Country.

Ensures management and staff understand and meet financial, productivity, and quality goals. Develops overall plans for reporting departments that are comprehensive, realistic and effective in meeting relevant FRS and Bank goals.

Represents the Bank, and may assume leadership positions in the FRS, including developing, recommending and implementing significant initiatives; may participate in industry and professional organizations outside the FRS. Translates relevant actions within the FRS into concrete action plans for reporting departments; influences FRS decisions when opportunities present themselves.

Identifies and develops staff with leadership and management potential. Recruit, retain and foster development of staff with an appropriate mix of management, interpersonal, and technical skills. Provides a direct communication channel between senior management and department management.

Understands all authorities established by Bank policy and by the Bank's Delegation of Authority Schedule and acts accordingly. Reviews Bank policies for areas of responsibility to ensure they remain current; seeks interpretation and clarification where necessary. Understands and reinforces with reporting officers and staff the Bank's control environment and the importance of compliance.

The officer is also responsible for other specific duties and responsibilities that may be assigned from time to time.

Qualifications:

Bachelor's degree in related field required. Graduate degree in related field preferred. Advanced course work or certification(s) in fields related to economic and community development preferred.

Ten or more years of relevant leadership experience in a complex business environment, as evidenced by an established record of achievement. Significant program and/or project management experience for economic and community development programs dealing with Indian Country, to include at least 2 years of successful leadership or productive high-level leadership support on projects involving multiple organizations, governmental bodies, or reservations.

Experience participating in public outreach programs relevant to the Bank's work on Indian Country economic development.

Demonstrated analytical, communication (written and oral), and interpersonal skills; outstanding persuasive capabilities; and proven success in collaboration and relationship and consensus building among diverse stakeholder groups.

Organizational knowledge of and specialized expertise in Indian Country development issues and trends.

Demonstrated organizational skills with the ability to identify priorities, drive performance, and execute plans on schedule.

Excellent communication skills (written and oral), as well as dynamic presentation and persuasion capabilities, and management presence that elicits confidence and credibility. Demonstrated experience in public speaking to a wide variety of audiences.

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