

We're Hiring

ECONOMIC DEVELOPMENT COORDINATOR

Wolf River Development Company

First Posting: Enrolled Menominee Tribal Members Only.

Closing Date: May 21, 2026

Minimum Pay Rate: \$25.00

Status: Regular Full-Time Hourly

General Overview of Job

Under the direct supervision of the Chief Executive Officer (CEO), the Economic Development Coordinator supports and advances community economic growth initiatives through program development, grant management, and stakeholder engagement. This position focuses on strengthening entrepreneurship, securing and administering funding, and coordinating activities that promote sustainable economic opportunities. The coordinator works closely with community members, organizations, and partners to implement culturally responsive and impactful programs, with a particular emphasis on serving the Menominee community.

Essential Functions

- Develop and implement entrepreneurial programs for the Menominee community, including educational events, workshops, and mini-grant opportunities.
- Identify, prepare, and submit applications for at least three funding opportunities annually to support initiatives including: economic development, housing, eco-tourism, workforce development, food sovereignty, green energy, utility infrastructure.
- Assist in the implementation of the non-profit Dream Catcher Housing Initiative, as the means of workforce and economic development.
- Provide grant and nonprofit oversight and ensure compliance with existing funding sources, including coordination of nonprofit and grant reporting.
- Maintain accurate records and documentation to meet grant and regulatory standards including statistical data for Menominee community.
- Assist in the planning and coordination of community events that support economic development and community engagement.
- Prepare marketing materials and application materials for internal programs as needed.
- Build and maintain collaborative relationships with local businesses, community organizations, tribal entities, and government partners, including contact lists for each.
- Provide support and resources to entrepreneurs and small business owners, including technical assistance and referrals.
- Monitor program outcomes, collect data, and assist in evaluating effectiveness of initiatives.
- Prepare reports, presentations, and other communications related to program activities and funding.
- Support broader economic development strategies and initiatives assigned.
- Establish an electronic record system of economic development resources, documents, feasibility studies, reports, and other relevant data to assist Menominee businesses.
- Maintain an economic development website to assist entrepreneurs in business development.
- Perform other related duties as directed.

Minimum Qualifications

Bachelor's degree in Economic Development, Business Administration, Public Administration, Community Development, or a related field; or an equivalent combination of education and experience. Minimum of two years of experience in economic development, grant writing/management, community programming, or a related field.

Other Skills, Knowledge, Abilities

- Superior verbal and written communication skills.
- Strong organizational skills with excellent attention to detail.
- Excellent time management skills with a proven ability to meet deadlines and manage multiple priorities in a fast-paced, grant-funded environment.
- Experience with grant applications, compliance, and reporting processes.
- Ability to work effectively with diverse populations and community stakeholders.
- Knowledge of or experience working with Tribal communities, particularly the Menominee community, is preferred.
- Ability to work occasional evenings and weekends for community events as needed.
- Valid driver's license with a minimum of five (5) years of an uninterrupted safe driving record; reliable transportation may be required.




Full-Time Benefits:

- Paid Time Off (PTO)
- 401(k) Retirement Plan
- Health, Rx, Vision & Dental
- Flex Spending Account (FSA)
- Basic Life Insurance
- Short Term Disability
- Long Term Disability
- Career Growth Opportunities
- Excellent Work Atmosphere

Apply:

Applications can be submitted through the online application portal or by emailing HR@wolfriverdev.com to request a paper application.

 www.wolfriverdevelopment.com

 W2828 Go Around Road, Keshena WI
Administration Offices - Third Floor



WOLF RIVER
DEVELOPMENT COMPANY

Mission: To assertively build an expanded array of opportunities for the Menominee Nation by staying competitive in tomorrow's world.

Vision: To develop opportunities through sustainable profits.