



**GENERAL COUNSEL
JOB DESCRIPTION**

Reporting Relationship: Chief Executive Officer (Chain of Command)
Location: Havre, Hays or Billings, Montana (Remote Eligible)
Employment Status: Full-Time, Salaried, Exempt
Preference: Native American Preference, FBIC Veteran Preference

POSITION SUMMARY:

The General Counsel serves as Island Mountain Development Group’s senior legal advisor, overseeing all non-lending legal affairs and ensuring the organization operates with sound, strategic legal guidance. This role provides practical, solutions-focused counsel to the CEO, Board of Directors, and executive leadership, while coordinating with the Tribe’s attorney on matters involving tribal governance or jurisdiction. The General Counsel plays a critical role in advancing IMDG’s business objectives, reducing reliance on outside counsel, and supporting long-term economic development. Success in this position requires extensive transactional experience and strong familiarity with tribal governance, sovereignty, and intergovernmental relations.

DUTIES & RESPONSIBILITIES:

STRATEGIC LEGAL LEADERSHIP

- Deliver timely, pragmatic legal advice to the CEO, Board, and senior leadership on a wide range of business and operational matters.
- Serve as a trusted partner in organizational decision-making, identifying risks, recommending solutions, and supporting enterprise-wide initiatives.

CONTRACT & TRANSACTIONAL SUPPORT

- Draft, review, and negotiate complex agreements, including:
 - Real estate and tribal land development deals
 - Construction and infrastructure contracts
 - Employment and HR-related agreements
 - Government grants, cooperative agreements, and compliance documents
 - Vendor, service, and commercial partnership contracts

CORPORATE GOVERNANCE & ENTITY MANAGEMENT

- Prepare and manage entity formation and dissolution documents.
- Maintain required federal, state, and FBIC registrations for non-lending entities.
- Draft Board and Tribal Council resolutions and support governance best practices.
- Maintain accurate corporate records and ensure document integrity.

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TRIBAL LAW & SOVEREIGNTY

- Advise on matters involving tribal law, sovereignty, jurisdiction, and government-to-government relationships.
- Coordinate with the Tribe's attorney on issues affecting tribal governance or shared legal interests.

LITIGATION & DISPUTE RESOLUTION

- Oversee dispute management, litigation strategy, and engagement of outside counsel.
- Ensure effective, cost-conscious use of external legal resources.

EMPLOYMENT & WORKPLACE MATTERS

- Provide guidance on employment law issues, internal investigations, workplace grievances, and personnel-related risk mitigation.

RISK MANAGEMENT & CROSS-FUNCTIONAL COLLABORATION

- Partner with the Chief Compliance Officer on enterprise risk initiatives (excluding lending regulatory compliance).
- Support organizational compliance efforts and contribute to risk-aware decision-making across departments.

OTHER RESPONSIBILITIES

- Perform legal duties and special assignments as directed by the CEO.
- Represent IMDG professionally with internal stakeholders, community partners, and external agencies.

REQUIRED QUALIFICATIONS:

- Juris Doctor (J.D.) from an accredited law school and Montana State Bar Required, Admission to U.S. District Court for the District of Montana preferred, and must successfully pass the Fort Belknap Tribal Bar within 6 months.
- Minimum of 7–10 years of relevant legal experience, including work in a law firm, in-house legal department, or tribal enterprise setting.
- Extensive transactional experience, including drafting and negotiating contracts, real estate agreements, and construction deals.
- Demonstrated experience advising on employment law, corporate governance, and regulatory compliance in a non-financial context.
- Strong familiarity with tribal law, sovereignty principles, and government-to-government relations (preferred).
- Excellent written and verbal communication skills, with the ability to convey complex legal concepts to non-legal stakeholders.
- Proven ability to manage competing priorities independently and provide timely, pragmatic legal advice to senior leadership.

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- Experience working with or within Native communities is a plus.

CORE COMPETENCIES

Legal Expertise & Judgment

- Demonstrates exceptional legal reasoning and the ability to interpret complex statutes, regulations, and agreements.
- Provides clear, pragmatic, and risk-balanced legal guidance to executive leadership.

Strategic & Business Acumen

- Understands organizational priorities and aligns legal strategies with business objectives.
- Anticipates legal risks and proactively develops solutions that support sustainable growth.

Ethical Integrity & Professionalism

- Upholds the highest standards of professional ethics and confidentiality.
- Exercises sound judgment in sensitive, high-impact matters.

Tribal Law & Sovereignty Awareness

- Navigates tribal governance, sovereignty issues, and intergovernmental relationships with cultural competence and respect.
- Effectively collaborates with the Tribe's attorney and tribal leadership.

Communication & Influence

- Communicates complex legal concepts clearly to non-legal audiences.
- Builds trust with executives, the Board, internal teams, and external partners.

Negotiation & Transactional Excellence

- Excels in drafting, reviewing, and negotiating high-value contracts and agreements.
- Balances organizational needs with risk management considerations.

Litigation & Dispute Resolution

- Manages litigation strategy with a focus on cost-effectiveness and organizational protection.
- Engages and oversees outside counsel efficiently when needed.

Governance & Compliance Leadership

- Maintains strong corporate governance processes, records, and regulatory filings.
- Partners cross-functionally to strengthen enterprise-level compliance and risk mitigation.

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**Decision-Making & Prioritization**

- Manages competing priorities independently and consistently meets deadlines.
- Make informed, timely decisions in fast-moving or ambiguous situations.

Relationship Building & Collaboration

- Works effectively across departments, business units, and community partners.
- Demonstrates cultural awareness and fosters respectful, inclusive relationships.

SUPERVISORY RESPONSIBILITY:

- This position may supervise legal support staff or outside counsel as needed.

TRAVEL REQUIREMENTS:

- Travel is required to Tribal Council meetings, Board meetings, and project sites as needed.
- Additional travel for professional development, trainings, and conferences may be required.

PHYSICAL REQUIREMENTS:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to access various departments' project sites as required.

BENEFITS:

- Health, Vision, and Dental Insurance
- Company Paid Life, Accidental Death and Dismemberment Insurance
- Aflac Large Group Options
- 401(k)
- Employee Assistance Program
- Employee Hardship Assistance
- Education Assistance
- Paid Time Off
- Paid Holidays
- Employee Transit (Hays Location Only)
- Fitness Center (Hays Location Only)
- Referral Program

DISCLAIMER

The preceding job description has been designed to indicate the general nature of work performed; the level of knowledge and skills typically required; and the usual working

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conditions of this position. It is not designed to contain, or be interpreted as, a comprehensive listing of all requirements or responsibilities that may be required by employees in this position.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

EQUAL OPPORTUNITY EMPLOYER

IMDG is an Equal Opportunity Employer, and except to the extent required by Native American Preference and Veteran Preference, IMDG prohibits discrimination on the basis of race, color, creed, religion, sex, pregnancy, age, national origin, marital status, physical or mental disability, or any other basis protected by applicable law. This applies to all employment decisions, including hiring, promotion, termination, and other matters affecting terms and conditions of employment.

Island Mountain Development Group is a drug-free work environment. Pre-employment drug testing may be required. Applicants must consent to a background check.

Applications may be completed online at www.islandmtn.com.

Or to request application material and submit an application, please contact:

Island Mountain Development Group, Human Resources Department
P.O. Box 470 Hays, Montana 59527 Phone: 406-673-3031 or Fax: 406-673-3023
E-Mail: recruiting@islandmtn.com

This job description has been approved by:

Manager _____ Date _____

HR _____ Date _____

The employee's signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____