

VP, Corporate Development and Special Projects

Posted: May 4, 2026

Full Time

Location: Saint Michaels, AZ and Houston, TX

Job Details - Closing Date: May 15, 2026

****Applicant must have a valid, unrestricted insurable Driver's License****

****Application, Resume, and References are required to apply for this position.****

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Acts a "Project Manager" to shepherd identified projects through to completion. This will initially include, but not be limited to the following:
 - Construction and/or rehabilitation of the Chinle and Blue Gap convenience stores.
 - New construction of Lupton convenience store location, through working with the Chapter.
 - Developing recommendations and implementing solutions to improve profitability in the Downstream Business Unit and the Running Horse Services division;
- Working with the Executive Leadership Team to create custom reports and dashboards to measure various KPIs;
- Assisting with the integration of any future acquisitions;
- Developing "buy, sell, hold" recommendations for certain Business Units, divisions, or assets.
- Keeps Executive Leadership Team and Business Unit Leaders informed on the status of projects through regular meetings, reports and dashboards.
- Assists Business Unit Leaders with the creation of monthly reports or presentations as needed.
- Must be familiar and comfortable working with software PDI, Bolo and FYISoft.
- In the normal course of assisting Business Unit Leaders, conducts quality control of data and assumptions to ensure accuracy, and implements corrective action if data or assumptions are inaccurate.
- Analyze and identify root causes and recommend corrective action while collaborating with cross-functional teams to improve quality performance to meet quality metrics.
- Assists with preparation of the annual budget for various Business Units.
- Communicates with and represents NNOGC to external agencies, consultants, financing sources and other organizations and individuals, as requested.
- Develops and improves staff effectiveness through coaching, counseling, training and routine communication.
- Maintain a competitive insight into policies changes, markets shifts, competitor actions, and industry developments.
- Provide training and mentoring, evaluation of internal staff, establish a staff development program to enhance Navajo human resources through internships, fellowship or entry level jobs
- Achieve goals and objectives through support and consideration of the Navajo culture, its agencies and government.

- Maintain Confidentiality
- Perform other duties as assigned

MINIMUM MANDATORY QUALIFICATIONS

Experience:

- A minimum of 20 years of senior level consulting or operational and financial management experience in energy or related industrial settings, with exposure to upstream, midstream, downstream, and retail/C-store operations required.

Education:

- Bachelor's degree in accounting, Finance, Business Administration or a related field. Master's degree in business would be preferred.

Mandatory Knowledge, Skills, Abilities, and Other Qualifications:

- Knowledge of the principles and practices of management, finance and business administration
- Must be knowledgeable with certain accounting software including PDI, Bolo and FYISoft.
- Knowledge in the development, preparation, and control of budgets
- Knowledge of managerial and statistical analysis techniques and reports
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic
- Knowledgeable of the Four Corners area of USA including Navajo culture and government structure
- Skill in operating computers in a Windows environment, specifically Word, Excel, Access, PowerPoint, and other accounting or project management software
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff
- Skill in analyzing problems, projecting and consequences, identifying solutions, and implementing recommendations
- Ability to communicate effectively in the English language, both verbally and in writing with staff and the public
- Ability to establish and maintain professional relationships with individuals carrying social and cultural backgrounds and with co-workers at all levels
- Ability to maintain confidentiality
- Ability to create and present effective, speeches, and presentations
- Ability to analyze situations and adopt appropriate courses of action
- Ability to work independently and meet strict time lines
- Ability to make solid decision and exercise independent judgment
- Ability to be persuasive and tactful in controversial situations
- Ability to interpret applicable federal, state, county, and local laws, regulations, and requirements
- Up to 50% travel required between Houston and the Navajo Nation