

# GREAT LAKES INDIAN FISH & WILDLIFE COMMISSION

P.O. Box 9 • Odanah, WI 54861 • 715-682-6619 • FAX 715-682-9294



## • MEMBER TRIBES •

### MICHIGAN

Bay Mills Community  
Keweenaw Bay Community  
Lac Vieux Desert Band

### WISCONSIN

Bad River Band  
Lac Courte Oreilles Band  
Lac du Flambeau Band  
Red Cliff Band  
St. Croix Chippewa  
Sokaogon Chippewa

### MINNESOTA

Fond du Lac Band  
Mille Lacs Band

## JOB ANNOUNCEMENT

**POSITION:** Great Lakes Indian Fish and Wildlife Commission (GLIFWC) -  
Deputy Director of Planning

**LOCATION:** Odanah, Wisconsin

**SALARY:** Starting Salary Range: \$63,273 – \$75,839 depending on qualifications & experience. Note: Position has been classified as 50% tax-exempt for qualified tribal members under Internal Revenue Code §7873—Tax Exemption for Income Derived from Treaty Fishing Rights-Related Activities. GLIFWC’s benefit package includes: 1) Federal Health Insurance (i.e., employer pays 87.5% of annual insurance premium); 2) vision and dental insurance; 3) retirement plan (i.e., employer provides a 6% contribution); 4) cafeteria plan; 5) disability insurance; 6) life insurance; 7) 14.5 paid holidays annually; 8) 12 paid vacation days annually; 9) 1 paid personal day annually; and 9) 12 paid medical leave days annually. Visit [www.glifwc.org](http://www.glifwc.org) for additional information on current benefit information.

**THIS IS A PERMANENT FULL-TIME SUPERVISORY POSITION**

**POSTING DATE:** October 15, 2024

**CLOSING DATE:** December 15, 2024

**JOB SUMMARY:** The Deputy Director of Planning position will be under the direct supervision of the GLIFWC’s Director of Planning and Development. The Deputy Director of Planning is funded 20% time under the Commission’s P.L. 93-638 Self-Determination Contract and is responsible for: 1) preparing expert witness reports and testifying in treaty rights litigation cases; 2) providing economic analysis and natural resource marketing assistance to the Commission and member tribes; 3) preparing business plans to expand processing and marketing capacity for Lake Superior fish and other natural resources harvested under reserved treaty rights (i.e., wild rice, maple sap, furs, etc.); and 4) preparing congressional appropriations strategies and funding justifications. The remaining 80% time is funded under the Commission’s Indirect Cost Agreement and is responsible for: 1) providing the Commission strategic planning and management assistance; 2) expanding and diversifying GLIFWC funding; and 3) implementing federal, state, and private foundation grants to build the Commission’s resource management and protection capacity and infuse Anishinaabe culture into its mission. This position is a vital component in the Commission’s transition plan and is aimed at building the knowledge, skills, and abilities of the Deputy Director of Planning to eventually staff the Commission’s Director of Planning and Development position after approximately 4 years of work experience.

## **DUTIES AND RESPONSIBILITIES:**

### Resource and Environmental Economics

1. Assistance member tribes in off-reservation treaty rights litigation including: 1) preparation of expert witness reports related to resource economics; 2) sitting for depositions, and 3) presenting oral testimony before federal courts.
2. Provide technical assistance to tribal litigators and tribal experts in preparing expert witness reports and deposition questions related to resource and recreational economics.
3. Support GLIFWC's ceded territory habitat protection initiatives by providing socio-economic analysis of Environmental Impact Statements, for actions proposed within the Chippewa ceded territories.
4. Support efforts by member tribes to establish tribal clean and water standards by providing assessment of socio-economic reports and comments on public documents submitted in relation to EPA's Treatment as a State processes.
5. Assess the application of IMPLAN and other economic models, by consultants and agencies, in assessing environmental costs and economic benefits of proposed activities within the Chippewa Ceded Territories.

### Preparation of business plans to expand utilization of treaty harvested resources and meet the spiritual, cultural, subsistence and commercial needs of tribal members within reservation communities.

6. Prepare business plans and strategies to expand tribal capacity to process and market treaty harvested fish, maple sap products, wild rice, and game in support of tribal food sovereignty initiatives.
7. Prepare business plans and grant applications to increase value-added fish processing and marketing capacity of the Lake Superior tribal commercial fishery.
8. Provide instruction for AFDO certified HACCP Seafood Safety courses for GLIFWC member tribes and tribal commercial fishers and fish processors.
9. Provide technical assistance to member tribes in the implementation of the GLIFWC Model Food Code.
10. Prepare business plans to expand tribal capacity to utilize treaty harvested furbearers to meet spiritual, cultural, subsistence and commercial needs.
11. Provide business planning and grantsmanship assistance to member tribes to expand their capacity to harvest and utilize forest products under agreements with county, state, and federal land management agencies.

### Congressional Appropriations

12. Prepare congressional appropriations strategies and congressional funding justifications in cooperation with the Division of Intergovernmental Affairs.

### Institutional management functions

13. Provide technical assistance to GLIFWC Divisions in grant administration and P.L. 93-638 contracting requirements.
14. Provide technical assistance in implementing investment policies in compliance with federal guidelines and in cooperation with the Commission's accounting department.
15. Provide technical assistance to GLIFWC Divisions in budgeting and fiscal management, personnel management, property management, record keeping and other operational functions.
16. Provide guidance and assistance in the preparation of the Commission's annual budget process including preparation of presentation materials to document the allocation of funds by designated purpose and illustrate funding trends and diversification.
17. Provide technical review of GLIFWC's annual single audit and assist in the drafting of the Commission's Management's Discussion and Analysis.
18. Provide guidance in the preparation of the Commission's fixed carry-forward Indirect Cost proposal and the negotiation of annual indirect cost rates with the Department of Interior's National Business Center.

### Strategic planning and grantsmanship functions

19. Assist the Commission in preparing and implementing strategic plans to build the Commission's resource management and protection capacity and infuse Anishinaabe culture into its mission.
20. Pursue and implement federal, state, and private foundation grants to address unmet needs identified by the Board of Commissioners and expand and diversify the organization's funding.
21. Assist GLIFWC Divisions in establishing and reporting on program outcomes and measures to support Federal GPRA reporting requirements, federal budget justifications, and Office of Management and Budget PART reviews.
22. Develop and implement strategies to financially support ceded territory habitat protection and restoration initiatives.
23. Pursue Administration for Native Americans (ANA) grant funding to address unmet needs identified in the Commission's Strategic Plan and oversee, coordinate, and implement program objectives.

### **QUALIFICATIONS:**

1. Required: Bachelor's degree from an accredited college or university and five years of relevant work experience. The bachelor's degree must be in one of the following areas: 1) Business Administration and Environmental Economics (i.e., double major); 2) Agriculture and Applied Economics with a concentration in Environmental Economics and minor in Business Administration; or 3) Tribal Administration and Governance with a Business Administration Certificate.

or

Preferred Master degree from an accredited college or university in one of the following areas: 1) Agriculture and Applied Economics with Natural Resource/Environmental economics emphasis; 2) Urban and Regional Planning with an emphasis in Environmental

Policy and Planning or Land Use; 3) Master of Tribal Resource and Environmental Stewardship and Business major or minor; 4) Master of Tribal Administration and Governance with bachelors in Business Administration and minor in Resource/Conservation Management; 5) Masters in Business Administration (MBA) with a bachelor degree in Natural Resource Management or Conservation.

2. Coursework, knowledge and experience in environmental economics, natural resource management, and public policy related to environmental protection.
3. Strong quantitative skills including statistics, quantitative analysis, and knowledge of IMPLAN modeling and applications.
4. Strong skills in written and oral communication and an ability to organize and conduct business development workshops.
5. Coursework, knowledge, and experience in preparing business plans including preparing proformas (i.e., income statements and balance sheets), management ratio analysis, product development, market research and marketing plans, production analysis/cost accounting, and assessment of management structures.
6. Knowledge and experience in grant management (i.e., federal regulations, OMB Super circular, CFR 25, etc.)
7. Knowledge and experience in tribal management including staff supervision, financial management, fundamentals of accounting, and strategic planning.
8. Knowledge and experience in preparing and submitting grant applications for federal assistance using the Grants.gov application system,
9. Knowledge and experience in preparing state and private foundation funding applications.
10. Experience with compiling or summarizing narrative information and quantitative data.
11. Extensive knowledge and experience in administration of Federal Contracts and Compliance with The Code of Regulations (Title 2 CFR 200), preferably.
12. Strong knowledge in P.L. 93-638 contracting and preparation/administration of Indirect Cost Proposals or equivalent, preferred.
13. Strong knowledge and work experience with Indian Tribes, non-profit or governmental agencies preferred. Solid understanding of Tribal Sovereignty and Indian law, preferred.
14. Must have a valid driver's license and be insurable. Local travel is required throughout the Minnesota, Wisconsin, and Michigan area. Travel outside of the three states is occasionally required. Typical travel time is generally less than a week.

#### **MOST SUITABLE SOFT SKILLS:**

- Ability to work with minimal supervision and apply sound judgment.
- Ability to effectively prepare financial statements and accounts on demand with accuracy.
- Ability to formulize computations accurately with demonstrated competency in working with numerical data.
- Ability to demonstrate excellent problem-solving skills and understanding of various transaction details.
- Ability to demonstrate strong work ethic, management, and organizational skills with special attention to detail.
- Ability to concurrently work on multiple tasks and under pressure to meet deadlines.

- Strong interpersonal and effective communication skills, both written and verbal.

**Indian preference will be applied consistent with GLIFWC policies and the federal Indian Self Determination and Education Assistance Act (PL 93-638).**

**APPLICATION PROCEDURE:** Applications can be picked up from GLIFWC's office in Odanah, WI and are also available at [www.glifwc.org](http://www.glifwc.org) under employment tab.

Applicants must submit the following: 1) completed GLIFWC primary application for employment; 2) letter of interest; 3) curriculum vitae; 4) college transcripts; 5) three professional references with detailed contact information; 6) writing sample of 60+ pages (i.e., expert witness report, business plan<sup>1</sup>, master's thesis, socio-economic analysis of an Environmental Impact Statement, Strategic plan, or capstone project report). You must be the primary author of any writing sample submitted for review in the application process. In addition, please provide copies of any papers published within professional journals that you listed in your CV.

Ensure your curriculum vitae clearly highlights experiences and skills aligning with the job requirements outlined in this announcement to enhance your candidacy.

**Completed applications & materials should be returned (in person, by mail or email) to:**

Ashley Poch, Human Resources Director  
Great Lakes Indian Fish & Wildlife  
Commission P.O. Box 9, 72682 Maple Street  
Odanah, WI 54861 [hr@glifwc.org](mailto:hr@glifwc.org)

---

<sup>1</sup> Business plans must contain 3 years of pro-formas (i.e., income statements and balance sheets), management ratio analysis, and detailed descriptions of product development, market research/marketing plans, production analysis/cost accounting, and assessment of management structures.