

GREAT LAKES INDIAN FISH & WILDLIFE COMMISSION

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

www.glifwc.org

• 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

JOB TITLE: Director, Division of Intergovernmental Affairs

LOCATION: Odanah, WI

CLASSIFICATION: Permanent, Full-Time

SALARY: \$84,546-\$95,818

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. See GLIFWC website for current benefit information.

POSTING DATE: OCTOBER 31, 2025

CLOSING DATE: NOVEMBER 30, 2025

DUTIES AND RESPONSIBILITIES:

1. Serves as the Division Head for the Division of Intergovernmental Affairs, supervises Division staff, and develops and administers the Division's budget.
2. Conducts technical, historical, political, and legal research on topics and issues relevant to treaty hunting, fishing, and gathering rights, and in particular Indian law and environmental law.
3. Coordinates with other GLIFWC staff, GLIFWC's Board of Commissioners, and GLIFWC Committees on legal and policy activities related to treaty hunting, fishing, and gathering rights that affect the Commission and its member tribes. Assists in the development of policy positions, the preparation of comments, drafting regulatory changes, and in consultations with other governments.
4. Acts as a primary point-of-contact for meetings of the Voigt Intertribal Task Force, including the development of agendas and timely preparation of meeting materials.
5. Assists and advises the Commission and other Commission Divisions regarding legal or policy matters, including the development of agreements with outside consultants, and the development and administration of the Commission's P.L. 93-638 contract and other contracts or grants.
6. Assists the Commission in matters affecting the Commission's federal funding, including the coordination of appropriations priorities and the preparation of Congressional testimony.
7. Draft and review legal documents including resolutions, contracts, Memoranda of Understanding, and GLIFWC policies.
8. Assists member tribes regarding negotiations or litigation relevant to treaty hunting, fishing, and gathering rights.

The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs or as deemed necessary by the Executive Administrator.

QUALIFICATIONS:

1. Juris Doctor (JD) degree and membership in good standing in a State Bar required.
2. High degree of skill in oral and written communication required.
3. No less than 5 years of work or other relevant experience with Indian tribes and the operation of tribal government required.
4. Background in political science, public policy, biological or environmental science desirable.
5. Capability to work with a variety of professional and non-professional individuals.

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

APPLICATION PROCEDURE:

Interested employees must submit a completed GLIFWC primary application for employment, a letter of interest, and a resume or CV (including three professional references) to be considered for the position. Applications are available at <https://glifwc.org/about-us/careers>.

Completed applications & materials should be returned (in email, mail, or in person) 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