

# 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

### MINNESOTA

Red Cliff Band  
St. Croix Chippewa  
Sokaogon Chippewa



## JOB ANNOUNCEMENT

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

**LOCATION:** Odanah, Wisconsin

**SALARY:** Starting Salary Range: \$63,273 – \$78,209 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) paid vacation days annually; and 9) 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:** January 20, 2026

**CLOSING DATE:** February 27, 2026

**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) providing economic analysis and natural resource marketing assistance to the Commission and member tribes; 2) preparing business plans to expand processing and marketing capacity for Lake Superior fish and other natural resources harvested under reserved treaty rights; and 3) preparing congressional appropriations documents and funding justifications. The remaining 80% time is funded under the Commission's Indirect Cost Agreement and is responsible for: 1) providing technical assistance in fiscal and operational management; 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:** Under the supervision of the Planning Director:

1. Assist in the preparation of the Commission's annual budget and graphs, review the Commission's single audit, and assist staff in preparing the Indirect Cost proposal.
2. 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.
3. Assist and participate in revising and updating the Commission's long-range strategic plan as directed.
4. Provide socio-economic analysis of ceded territory resource extraction related proposals in conjunction with member tribes acting as cooperating agencies in the Environmental Impact Statement process and in support of GLIFWC ceded territory habitat protection initiatives.
5. Conduct funding searches and prepare and submit private foundation grant applications as directed to address unmet needs identified by member tribes consistent with the Commission's long range strategic plan and annual budget process.
6. Prepare and submit grant applications to federal agencies as directed to address unmet needs identified by member tribes consistent with the Commission's long range strategic plan including: 1) BIA Youth Initiative grants, 2) BIA, USGS, and U.S. Fish and Wildlife Service natural resource research and enhancement grants, 3) Administration for Native Americans (ANA) Environmental Regulatory, SEDS, and Language Preservation grants, 4) Department of Justice Tribal COPs and DOJ Youth grants, 5) EPA grants, and 6) USDA Forest Service, NSF, and NOAA grants.
7. Provide grant management assistance to GLIFWC program staff in compliance with federal regulations as directed.
8. Assist tribes in developing value-added products and preparing business plans for enterprises that expand utilization of treaty harvested natural resources including:  
1) maple syrup production, 2) commercial fishing and fish processing enterprises, 3) aquaculture and baitfish companies, 4) wild plant harvesting, 5) wild fruit harvesting, 6) woodfuel harvesting and processing, 7) wild rice harvesting, 8) furbearer harvesting and processing, and 9) wild meat harvesting.

**QUALIFICATIONS:**

1. Preferred in Master of Tribal Resource and Environmental Stewardship, Master of Tribal Administration and Governance (i.e., with BA/BS in Business Administration or Business Minor), or MBA.

2. Required: B.A. Degree in Tribal Administration and Governance/Business Administration Certificate, Business Administration (i.e., 12 credits in accounting and managerial finance), or Regional Planning/Community Development.
3. Coursework, knowledge and experience in natural resource management, environmental protection, and environmental economics.
4. Coursework, knowledge, and experience in preparing business plans including preparing pro-formas (i.e., income statements and balance sheets), product development, market research and marketing plans, production analysis/cost accounting, and management structures.
5. Knowledge and experience in grant management (i.e., federal regulations, OMB Super circular, CFR 25, etc.)
6. Knowledge and experience in tribal management including staff supervision, financial management, fundamentals of accounting, and strategic planning.
7. Demonstrate technologically proficient with computer skills including MS Office 365, Grants.gov and Adobe Pro. Knowledge and experience in GIS is preferred.
8. Demonstrate strong written and oral communication skills.
9. 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.

**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) Resume/curriculum vitae; 4) college transcripts; 5) three professional references with detailed contact information; 6) 30+ page writing sample in which you are the primary author (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).

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<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.

**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)