

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

Fond du Lac Band
Mille Lacs Band



VACANCY ANNOUNCEMENT	
POSITION: Deputy Director of Planning & Development	LOCATION: Odanah, Wisconsin
SALARY: \$63,273 - \$78,209, Depending on Qualifications, Education & Experience	EMPLOYMENT TYPE: Permanent, Full-time
Position is 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 offers an excellent benefits package, including participation in the Federal Employees Health Benefits (FEHB) Program with GLIFWC paying 87.5% of employee health insurance premiums, a 6% employer retirement contribution, vision and dental insurance, and generous paid time off, including 14.5 paid holidays annually. Visit https://glifwc.org for more benefit information.	

POSTING DATE: September 16, 2026

CLOSING DATE: October 16, 2026

JOB SUMMARY

The Deputy Director of Planning & Development plays a key role in advancing GLIFWC's mission by supporting strategic planning, expanding funding opportunities, and strengthening resource protection initiatives that benefit member tribes and treaty-reserved rights. As an integral part of GLIFWC's leadership succession strategy, this position offers a unique opportunity for professional growth and mentorship while helping ensure long-term organizational continuity within the Planning and Development Division.

DUTIES AND RESPONSIBILITIES:

1. Assist in preparing congressional appropriations strategies and congressional funding justifications in cooperation with the Division of Intergovernmental Affairs and Executive Direction.
2. Assist tribes in expanding Lake Superior fish markets for treaty harvested fish and baitfish harvesting capacity to supply tribal hatcheries.
3. Provide socio-economic analysis to support habitat protection initiatives and resource extraction proposals in GLIFWC ceded territories, in collaboration with member tribes.

4. Prepare and submit grant applications to federal agencies as directed to address unmet needs identified by member tribes consistent with the Commission's long term strategic plan.
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 term strategic plan and annual budget process.
6. Provide technical assistance and support in the development and implementation of strategies and grants to expand and diversify funding for the Commission's internship program in conjunction with the Internship Coordinator.
7. 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.
8. Assist in preparing the Planning & Development Division's section of the Annual Report to document the Commission's progress toward achieving the goals and strategies outlined in the 2025–2030 Strategic Plan.
9. Provide technical assistance to GLIFWC Divisions in preparing and submitting grant applications, administering grants, and P.L. 93-638 contracting requirements.

QUALIFICATIONS:

Required

1. Bachelor's degree from an accredited college or university.
2. Two years of relevant professional experience.
3. Demonstrated knowledge and experience in:
 - Preparing and submitting federal and foundation grant applications;
 - Administering federal and foundation grants, including compliance with applicable federal regulations and requirements.
4. Proficiency in Microsoft Office 365, Grants.gov, and Adobe Pro.
5. Strong written and oral communication skills.
6. Valid driver's license and ability to be insured. Local travel throughout Minnesota, Wisconsin, and Michigan is required. Occasional travel outside the tri-state area may be required, typically for periods of less than one week.

Preferred

1. Master's degree in Tribal Resource and Environmental Stewardship, Tribal Administration and Governance, Environmental Economics, or a related field.

2. Knowledge of and experience with GLIFWC programs, functions, and tribal natural resource management issues.

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/careers.

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.

Ensure your resume clearly highlights experiences and skills that align with 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