

**POSITION DESCRIPTION  
CHIEF EXECUTIVE OFFICER  
GUN LAKE INVESTMENTS**

Gun Lake Investment is seeking to hire the Chief Executive Officer to manage day-to-day operations of the company. Gun Lake Investments is a separate business entity formed under the Tribal Limited Liability Code of the Match-E-Be-Nash-She-Wish Band of Pottawatomini Indians. The purposes of the company are (a) To create and stimulate the economy of the Tribe and to create employment opportunities for tribal members, (b) to generate profits to promote the growth and continuity of the Company and for distribution to the tribal government, (c) to generate tax and other revenue for the use by the tribal government in providing services to members of the Tribe, (d) to increase the economic well-being of the members of the Tribe in accordance with the economic development policies and plans of the Tribe as adopted by the Tribal Council and (e) to engage in any lawful business or other activities necessary, customary, convenient, or incident thereto for which companies may be organized under the Tribal Limited Liability Company Code.

The specific office location has not been determined. It will remain in West/Southwest Michigan; however will be able to conduct business globally.

Please provide a digital copy of a cover letter and resume by COB September 30, 2015 at 5:00pm EST to the following email address [submissions@glgaming.org](mailto:submissions@glgaming.org); include in the subject line: "Gun Lake Investment CEO Search." Also, please send any questions via email so that responses can be provided on a weekly basis.

**POSITION DESCRIPTION  
CHIEF EXECUTIVE OFFICER  
GUN LAKE INVESTMENTS**

**Position Summary:** Responsibilities of the Chief Executive Officer (“CEO”) include, but are not limited to: a wide variety of complex administrative activities related to economic development, financial analysis, due diligence, planning, supervision, policy development, communication and financial administration for Gun Lake Investments (hereafter “GLI”).

**Reports To:** Reports directly to GLI’s Board of Directors. Works effectively with: Gun Lake Executive Committee/Officers and administrative staff.

**Direct Reports:** Manages all GLI enterprises and any managers of additional enterprises added by GLI. Also supervises CEO’s office staff.

**Duties and Responsibilities:**

1. Support and promote the Board of Directors policy, strategy and overall vision of Gun Lake Investments
2. Provide leadership in all Tribal economic development activities.
3. Develop plans and programs to diversify Tribal economic development activities.
4. Coordinate and maintain contacts plus effective working relationships with local, state and federal governmental and other tribal agencies on behalf of Gun Lake Investments.
5. Conduct research, generate reports and make recommendations regarding current and future businesses or projects to The GLI’s Board of Directors.
6. Implement businesses and projects under the direction of The GLI’s Board of Directors.
7. Implement the policies and procedures established by The GLI’s Board of Directors.
8. Provide administrative oversight, direction, leadership and training to enterprise managers and staff regarding management and development of programs and businesses.
9. Evaluate performance of designated enterprise managers and of Tribal

enterprises.

10. Provide leadership to a diverse group of individuals.
11. Attend meetings/trainings pertaining to various Tribal functions and socio-economic development activities as needed or when requested.
12. Supervise the financial management of GLI, including the planning and monitoring of the budget. Responsible for the acquisition and maintenance of funding from private and public sources.
13. Hire, orient, supervise, and terminate, if necessary, corporation employees and contracted consultants in accordance within approved personnel policies.
14. Manage ongoing communications, public and media relations.
15. Any other duties as required.

**Specific Tasks:**

1. In conjunction with the Planning Committee of GLI's Board of Directors and the relevant enterprise managers, prepare an annual strategic plan for the entire corporation and for each specific tribal enterprise.
2. In conjunction with the Evaluation Committee of GLI's Board of Directors, prepare an annual evaluation for the entire corporation and for each specific tribal enterprise in terms of their performance consistent with the annual strategic plan.
3. At least every six months conduct personnel evaluations on the managers of each tribal enterprise and on the staff of the Office of the CEO.

**QUALIFICATIONS**

The ideal candidate for this position will possess the following:

1. Bachelor's degree in a relevant field from a nationally accredited college or university. Relevant graduate degree preferred.
2. Ten years progressive, responsible management experience with at least five years experience in for-profit management and three years of management

experience in a tribal environment.

3. Basic knowledge of tribal government practices.
4. Experience with economic development strategies.
5. Experience in diverse investment activities including mergers and acquisitions.
6. Knowledge and understanding of Federal, State, and private funding application processes.
7. Demonstrated written and oral communication plus public relations skills; the ability to present information effectively to Tribal members, public groups and other relevant constituencies.
8. Demonstrated ability to manage a diverse staff.
9. Experience in formulating objectives, standards, strategic or business plans and procedures.
10. A strong financial background with the ability to develop and maintain a large budget plus working knowledge of and experience with cost control techniques.
11. Ability to define problems, collect data, establish facts, and draw valid conclusions and exhibit independent judgment in the development, implementation and evaluation of plans, programs, businesses, procedures and policies.
12. Ability to read, analyze, and interpret general business trends, financial reports, legal documents, government regulations, plus write reports, business correspondence, program and business proposals.
13. Demonstrated experience in personnel and program evaluation.
14. Good organization skills with the ability to manage multiple programs and projects simultaneously, and to function well under pressure.
15. Valid driver's license with good driving record and evidence of insurability; access to a private vehicle on a daily basis.

**Desirable Skills, Qualities and Interests:**

- ◆ Knowledgeable of the unique nature of tribal activities.
- ◆ Strong team player; willingness to support and assist other team members.
- ◆ Keen marketing and entrepreneurial interests and abilities.
- ◆ Highly self-motivated; achievement-oriented with persistence and energy.
- ◆ Open and honest communicator.
- ◆ Effective team facilitator.
- ◆ Desire to make Gun Lake Investments a leader in diversified tribal economic development.
- ◆ Understanding of the joys and challenges of working with a small staff in a tribal environment.
- ◆ Willing to take the initiative.

**Indian Preference:**

Preference in filling this vacancy may be given to qualified Native American Indians as provided for in the Indian Self-Determination and Indian Assistance Act P.L. 93-638. Documentation for claiming preference must be supplied with the application for preference consideration.

Employment is contingent on the successful completion of a pre-employment background investigation as well as a credit background check.

**COMPENSATION PACKAGE**

**Starting Salary:** Up to \$200,000 per annum, commensurate with qualifications as a base salary. The compensation package may also include incentives contingent on achieving performance objectives as negotiated by the successful candidate.

**Benefits:** A competitive benefits package will be offered.