

Washington Indian Gaming Association
Job Description
Deputy Director

Job Title: Deputy Director

Job Summary: The Deputy Director reports to the Executive Director and supports the major programs designated by the Board of Directors.

The Executive Director is the primary employed officer who reports to the Board of Directors, who are elected leaders of federally recognized tribes, and who manages the day-to-day administration of the corporation with a fiduciary responsibility to the members, and supervises employees.

This is a fulltime position and requires monthly travel.

Public Policy Support- The major areas that the Deputy Director is involved in include supporting the government to government relationship that tribes have with the state of Washington. This involves monitoring the state Legislature for tribal-related and gaming bills and following the rulemaking process of the Washington State Gambling Commission and the Washington State Lottery Commission and reporting back to the Board.

The Deputy Director also provides support/analysis for the Executive Director in the area of communications/public policy in cooperation with our outside PR agency.

The Deputy Director will be involved at the federal level on gaming issues through liaison with the National Indian Gaming Association and the regional Affiliated Tribes of Northwest Indians.

Program Support- The Deputy Director will participate in planning (with outside conference contractor) the annual Northwest Indian Gaming Tradeshow and Conference.

The Deputy Director is the primary organizer for the WIGA Scholarship program, which awards \$100,000 to college students annually.

Qualifications and Skills: Must be able to establish and maintain effective relationships with elected leaders, government officials and leaders in Indian Country within the context of complex legal and political issues. Must have knowledge of the Washington State Legislature or similar experience, and be able to track, analyze and report on issues/bills. Must have or will obtain basic knowledge of Indian Tribes, tribal sovereignty, and the interaction of tribes with federal and state governments.

A Bachelor's degree or college courses in business administration, public relations, public policy, Indian law, political science, communications or a related field preferred; 3-4 years related experience and/or training, or equivalent combination of education and experience.

Strong verbal and written communication skills, ability to set priorities, good organizational and multitasking abilities, as well as a professional demeanor with a positive attitude are required.

Company Summary: The Washington Indian Gaming Association is located in Olympia, WA and is a 501 c-6 non-profit organization of federally recognized Tribes in Washington State working to advance the lives of Indian peoples - economically, socially and politically.

Compensation: Deputy Director is an exempt salaried employee. Employees participate in a 401-k retirement plan with company match, 100% company paid health and dental insurance for employees, paid vacation days, paid holidays and sick leave. Salary depends on experience.

Email cover letter and resume to Rebecca Kaldor at rebecca@washingtonindiangaming.org.
Call (360) 352-3248 with questions.