



****NOTICE OF JOB OPENING****

Job Title: Executive Director	Department: Graton Economic Development Authority
Classification: Exempt	Office Hours: 8:00 a.m. to 5:00 p.m.
Salary Range: Competitive (DOE)	Location: Rohnert Park, CA
Reports to: Board of Directors	Type: Full-time

About Us:

Graton Economic Development Authority (GEDA) is an instrumentality of the Federated Indians of Graton Rancheria, a tribe of over 1,400 citizens with a 268-acre reservation located in Rohnert Park, California, 45 miles north of San Francisco in Sonoma County. The Tribe was restored by an Act of Congress in 2000 and has experienced rapid political and economic growth in the ensuing 18 years. The Tribe has great expectations for its future and is driven to continue its restoration as a significant sovereign entity in the Northern San Francisco Bay region. The Tribe's reservation is home to a large, profitable casino/resort with 3,000 slots and 140 tables and 200-room luxury hotel/spa/convention center. The Casino Resort was developed with the help of Station Casinos and is also managed by Station under a seven-year management contract that expires in November 2020. GEDA was established by the Tribal Council to oversee the casino resort and to identify other economic development opportunities.

Position Purpose:

The Executive Director will work collaboratively with GEDA's Board of Directors to plan for GEDA's future and to help oversee all current business. The Executive Director will prepare budgets and financial projections to plan for continued gaming and resort growth and development, and will critique financial and management strategies of current casino management for tribal leadership. The Executive Director will direct the process of diversification through the development and/or acquisition of new business opportunities including target identification, analysis, pricing recommendations, due diligence, negotiation, integration and post-acquisition evaluation of future business opportunities. The director must have and maintain an extensive network of professional contacts within the gaming industry so as to identify appropriate consultants for GEDA to use on business development activities and initiatives and will collaborate with casino management on business strategies and financial strategies, with marketing on pricing strategies and analysis, and with legal on business development/transaction issues.

Minimum Mandatory Qualifications:

- ❖ Minimum of 10 years' experience in management and/or finance work related to gaming resort enterprises and related businesses.
- ❖ Must have handled budgets of over \$100 million.
- ❖ Tribal governmental gaming experience required.
- ❖ Bachelors' and Master's Degrees in Finance, Business Administration, Management, Public Administration, Gaming, Accounting or related field required.
- ❖ Must successfully clear all pre-employment background investigations, including but not limited to criminal background check, fingerprinting and drug test.
- ❖ Must be able to obtain and maintain Federated Indians of Graton Rancheria gaming license.
- ❖ Must be able to obtain and maintain a California State driver's license.

Knowledge, Skills, Abilities, and Other Qualifications:

- Strategic planning and business development experience
- Experience in mergers & acquisitions, including contracting
- Knowledge of a variety of acquisition concepts, practices, and financial analysis methods including legal issues and financing options involved with business acquisition activities
- Project management skills, well organized, demonstrated planning skills
- Knowledge of technology and tools for management of large, complex solutions
- Demonstrated ability to lead individuals and teams through change
- Excellent analytical and financial skills
- Ability to handle multiple projects with changing priorities
- Ability to set and manage deadlines with a high level of responsibility and autonomy
- Ability to interpret and explain complex financial reports and other documents
- Awareness and sensitivity of Native American culture, customs and socioeconomic needs
- Excellent management, planning, and organizational skills

Knowledge, Skills, Abilities, and Other Qualifications:

- Must be able to be present at FIGR Tribal Events as requested by GEDA or the Tribal Council, which may include some evenings/weekends

- Responsible for the accurate and timely completion of projects and all areas of responsibility
- Must adhere to professional standards and to the Federated Indians of Graton Rancheria's employment policies and laws
- Ability to write reports and correspondence
- Ability to speak effectively before groups

Benefits:

FIGR offers a healthy, engaging work environment with a competitive benefit package that includes, medical, dental, vision, and 401K Plan, paid holidays, PTO, Long-Term Disability Insurance, and meal card. Voluntary supplemental insurance offered through AFLAC.

To Apply: Please submit a **Tribal Employment Application with your resume and a cover letter** detailing your education and experience related to the position advertised. Visit our website at www.gratonrancheria.com to download a copy of the application, job announcement and, job description. Email complete application packet to:

jobs@gratonrancheria.com or mail to
Federated Indians of Graton Rancheria
Attention: Human Resources
6400 Redwood Drive, Suite 300, Rohnert Park, CA 94928

Applications Accepted until Position is Filled

FIGR CITIZENS AND INDIAN PREFERENCE WILL APPLY

Pursuant to the FIGR Indian Preference Policy, preference in hiring is given to: (1) Federated Indians of Graton Rancheria Tribal Citizens and (2) All Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) All Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) All other Native Americans who are members of a Federally Recognized Indian Tribe.

Applicants asserting American Indian preference must submit verifying information, such as written confirmation of tribal membership, Certificate of Degree of Indian Blood, or other documentary evidence.