



Federated Indians of Graton Rancheria

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EXECUTIVE DIRECTOR OF GRATON ECONOMIC DEVELOPMENT AUTHORITY

Position Description

Department:	Administration	Reports to:	GEDA Board
Salary Range:	Competitive (DOE)	Effective Date:	October 16, 2018
Hours/week:	8:00 am – 5:00 pm plus occasional evenings and weekends.	Revised Date:	October 16, 2018
Classification:	Exempt	Type:	Full-time
Work Hours	Occasional evenings and weekends	Location	Rohnert Park, CA

MISSION STATEMENT

The Federated Indians of Graton Rancheria exists to exercise our inherent sovereign powers, customs and traditions; to perpetuate our unique native heritage; to preserve and protect the rights and privileges of our Tribe; to establish justice in the conduct of Tribal affairs; to work for the social and economic betterment of all citizens; and foster the value of education.

ABOUT GRATON ECONOMIC DEVELOPMENT AUTHORITY

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 that opened in November, 2013. Despite the short time since the Tribe's restoration, it secured nearly \$1B in financing for this project. In November 2016, it opened a new 200 room luxury hotel/spa/convention center to generate even greater casino revenues. The new hotel is establishing the Tribe as a key player in the burgeoning Sonoma Wine Country tourism industry. 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 SUMMARY

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.

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ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Review and advise GEDA Board of Directors on current and prospective financing arrangements.
- Review, critique and advise on financial reports, budgets and plans provided by casino management.
- Collaborate with casino management on business strategies and financial strategies and with marketing on pricing strategies and analysis.
- Advise on current issues affecting the Tribe's business activities.
- Prepare budgets and financial projections for planning of gaming & resort growth and development.
- Identify and develop long term development, diversification and investment strategies.
- Identify, evaluate, perform due diligence and analyze financial, operational and commercial implications of opportunities for development, acquisition and/or expansion of reservation-based and off-reservation businesses, ensuring consistency with the Tribe's goals and strategies.
- Perform thorough analysis of target company's technology platform, business strategy, and other available data.
- Develop, structure and execute operational and strategic plans, gathering and synthesizing relevant data, leading analyses and developing recommendations.
- Identify synergies between GEDA's existing businesses and any prospective companies to validate their suitability for acquisition.
- Identify and collaborate with consultants on various business development activities and initiatives.
- Collaborate with legal on business development/transaction issues.
- Work with Tribal leadership to define, develop, and deliver strategic and operational initiatives.
- Interpret industry trends, competitive threats and market growth opportunities.
- Build and maintain relationships with industry and professional networks that can assist in GEDA initiatives.
- Build and maintain extensive network of professional contacts within the gaming industry.

EDUCATION – EXPERIENCE, MINIMUM MANDATORY QUALIFICATIONS

- Experience:
- Minimum of 10 years' experience in management and/or finance work related to gaming resort enterprises and related businesses.
 - Tribal governmental gaming experience required.
 - Must have handled budgets over \$100 million.
- Education:
- Bachelors and Masters Degrees in Finance, Business Administration, Management, Public Administration, Gaming, Accounting or related field required.

CERTIFICATIONS - LICENSES - REGISTRATIONS

- 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:

Operational skills:

- 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

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

Accountability:

- 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

Communication skills:

- Ability to write reports and correspondence.
- Ability to speak effectively before groups.

CORE COMPETENCIES

- Initiative: Able to bring about great results from ordinary circumstances; prepare for problems or opportunities in advance; transform leads into productive business outcomes; undertake additional responsibilities and respond to situations as they arise without supervision.
 - Innovation: Able to challenge conventional practices; adapt established methods for new uses; pursue ongoing system improvement; play with concepts and ideas to create novel solutions to problems; evaluate new technology as potential solutions to existing problems.
 - Visioning: Able to pursue potential expansion opportunities for the organization; champion radically different ideas and be a leader in the market, identify long-term goals and invest appropriate resources as needed; communicate vision in a way that inspires others.
 - Conflict Management: Able to use a win-win approach to resolve controversy; stay objective and fair when dealing with sensitive situations; maintain constructive working relationships despite disagreement.
 - Negotiating: Able to obtain agreement from multiple parties; earn trust while working out a deal; use good timing and carefully calculated strategies when bargaining; communicate high value of services; identify hidden agendas that might interfere with resolution of terms.
 - Attention to Detail: Able to follow detailed procedures and ensure accuracy in documentation and data; carefully monitor processes; concentrate on routine work details and organize and maintain a system of records.
 - Communication: Able to clearly present information through the spoken or written word; read and interpret complex information; listen well.
 - Continuous Learning: Able to stay informed of current industry trends; learn and apply new concepts and demonstrate career self-reliance; identify own areas of opportunity and set and monitor self-development goals.
 - Flexibility: Able to remain open-minded and change opinions on the basis of new information; perform a wide variety of tasks and change focus quickly as demands change; manage transitions effectively from task to task; adapt to varying customer needs.
 - Quality: Able to maintain high standards despite pressing deadlines; establish high standards and measures; do work right the first time and inspect materials for flaws; test new methods thoroughly; reinforce excellence as a fundamental priority.
 - Integrity: Able to be tactful, maintain confidences, and foster an ethical work environment; prevent inappropriate behavior by co-workers; give proper credit to others; handle all situations honestly.
 - Respect: Able to adapt behavior to others' styles, interact with people who have different values, culture, or backgrounds, and be of service to difficult people.
 - Policies, Process, Procedures: Able to act in accordance with established guidelines; follow standard procedures in crisis situations; communicate and enforce organizational policies and procedures; recognize and constructively conform to written rules or practices.
 - Ability to listen effectively, read, write, speak, and understand the English language clearly to ascertain and document
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important information, to follow written and/or verbal instructions, to provide clear direction/guidance to subordinates, and to communicate with other employees, all levels of management and external contacts.

CODE OF ETHICS - SAFETY – REGULATIONS – ASSET PROTECTION

- Abide by Federated Indians of Graton Rancheria professional code of ethics and conduct policy
- Abide by all Tribal, State and Federal laws and regulations, including gaming regulations
- We are a Drug Free Environment

WORK ENVIRONMENT

- Work environment:** The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
- Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with FIGR Citizens and officials, employees, vendors, and staff.
- Mental demands:** There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various topics and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Federated Indians of Graton Rancheria is a federally recognized Indian tribe and, in accordance with the Tribe's human resources policies, has implemented a Tribal and Indian Preference in Employment Statute. Pursuant to this Statute, Federated Indians of Graton Rancheria shall give preference in hiring in the following order of priority: (1) Citizens of the Federated Indians of Graton Rancheria, (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.

Aside from employment preference as provided in this section, the Federated Indians of Graton Rancheria shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

OTHER

- Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Background investigation:** This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position. The Federated Indians of Graton Rancheria is a sovereign Indian nation, and as such follows tribal law and federal law in all aspects of backgrounding and hiring.

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Drug screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed. GEDA is an at-will employer and this document is not a contract for employment.

REVIEWED BY		TITLE	
APPROVED BY		TITLE	
DATE POSTED		DATE HIRED	

ACKNOWLEDGMENT

I have reviewed the content of the ***Executive Director of Graton Economic Development Authority*** position description and have been provided a copy of the position description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date