



GUN LAKE INVESTMENTS

Position	Director of Operations
Status	Full time
Salary	Commensurate with experience
Posted	April 20, 2018
Closes	When filled
Other	Broad based operational, human resources, and project management responsibilities

Gun Lake Investments (“GLI”) is an Economic Development Corporation, wholly-owned by the Gun Lake Tribe. This forward-thinking entity invests in non-gaming opportunities that enhances the Tribal economy, as well as that of the broader community, while providing financial diversification for the Tribe. There is a focus on non-financial priorities, such as job creation and serving as a strong community partner, as well as generating financial returns, through developing a portfolio of both active and passive investments.

GLI is seeking a Director of Operations to focus on managing GLI’s internal operations, developing our HR and talent development infrastructure (including managing outside HR resources), executing on both internal and portfolio operational initiatives, internal investment analysis, implementing various minority and native-owned designations (MMSDC, SBA 8(a), etc). They will report directly to GLI’s CEO and will assist with all activities of the organization and meeting GLI’s goals. Their initial focus will primarily be internal but must be able to transition into external relationships. They will protect the reputation of GLI and the potential effects GLI may have on our broader Tribal community. They will assist the CEO in providing internal strategic and cultural leadership for the entire organization through business planning, communication, and talent development. They will be responsible for internal communication to various stakeholders, strengthening internal relationships, and corporate culture. They will take the lead on developing internal investment opportunities.

This position will be an integral component of GLI’s growth and strategy execution. It will be necessary to immediately contribute to the organization; thus, candidates should have direct experience with the core functions of this position. The ideal candidate must have a history of personal growth within a demanding organization, ideally both within a Tribally-owned and non-Tribally owned entity. There will be a heavy emphasis placed on possessing broad business knowledge and experience, strategy execution, business planning, human resource, and project management experience. The ideal candidate will have gained experience within a mid-tier middle market or large corporate organization. A Bachelors in Business Administration, is required, combined with five to seven years of experience. Additional preference will be provided for a Masters of Business Administrations.

Tasks & Responsibilities:

- + Responsibility for all managing GLI's internal operations, developing HR infrastructure, executing on internal and portfolio operational initiatives, implementing minority/native-owned designations.
- + Lead minority/tribal-owned preference business opportunities for portfolio companies.
- + Delegate/Project Management of tasks and activities, as appropriate.
- + Manage the monthly board and quarterly Tribal Council and Tribal Citizen presentations.
- + Assist in preparing the annual operating budget, consolidated proformas, and business plans.
- + Responsible for building internal relationships with the ability to transition into external relationships.
- + Lead the development of internal investment opportunities.

Essential Qualifications:

- + Bachelors in Business Administration.
- + Five to seven years of successful experience directly related to tasks and responsibilities.
- + Experience with HR, development, and corporate training.
- + Ability to develop positive relationships with internal stakeholders.
- + Proven ability to exceed corporate initiatives and inspire excellence in a team.
- + Excellent verbal and written communication; proven presentation skills.
- + Ability to problem solve and work with minimal supervision.
- + Professional appearance and demeanor.
- + Previous experience with Tasks & Responsibilities.
- + Ability to meet the requirements listed under "Working Conditions and Physical Requirements."

Preferred Qualifications:

- + Masters of Business Administration will be given additional preference.

Working Conditions and Physical Requirements:

- + Must be able and willing to work within both an office environment and within GLI's operating subsidiaries. This position may require working hours outside a typical workday.
- + Position requires bending, standing, walking and repetitive use of hands and arms the entire workday.
- + Must be able to lift 10 pounds frequently and up to 50 pounds occasionally.
- + Position requires the ability to handle exposure to food and cleaning chemicals on an hourly basis.
- + Must be able to work a minimum of 45 to 60 hours a week; sporadically, work hours may exceed 60 hours. Frequent travel may be required.
- + Must have reliable transportation and the ability to be on call 24 hours a day.
- + Must manage multiple projects at one time and handle frequent interruptions.

Native American Preference:

GLI follows Native American Preference in accordance with Chapter 2, § 2 of the Gun Lake Labor and Employment Rights Ordinance.

Submittals:

If you are a great fit for this position and are interested in discussing this opportunity further, please submit the following:

- + Cover Letter
- + Resume

Thank you in advance for your interest. Please submit materials to afalcon@gunlakeinvestments.com.
