Federated Indians of Graton Rancheria invites your interest for the position of Executive Director of Governmental Operations.
The Federated Indians of Graton Rancheria was restored to federal recognition as a tribal nation by then President William Clinton on December 27, 2000. This milestone was achieved through a dedicated and unwavering commitment to self-determination that spanned over eight years. The legislation also provided for the establishment of trust land previously taken by the government. In 2005, the Tribe purchased approximately 254 acres of land for its reservation just outside of Rohnert Park, CA. While the Graton Resort and Casino is based on the Tribe’s reservation, the governmental offices are based out of a separate office building in Rohnert Park, CA.

The Graton Rancheria community is a federation of Coast Miwok and Southern Pomo groups. The Miwok of west Marin County have, through the years, been referred to as Marshall Indians, Marin Miwok, Tomales, Tomales Bay and Hookooeko. The Bodega Miwok (aka, Olamentko) traditionally lived in the area of Bodega Bay. The neighboring Southern Pomo Sebastopol group lived just north and east of the Miwok. The town of Sebastopol is located about one mile midway between the north boundary of traditional Miwok territory and the southern edge of Southern Pomo territory.

In 1920, the Bureau of Indian Affairs purchased a 15.45-acre tract of land in Graton, CA for the “village home” of the Marshall, Bodega, Tomales and Sebastopol into one recognized entity, Graton Rancheria; thus, previously establishing them as a federally recognized tribe of American Indians. Tragically, in 1958 Congress passed the California Rancheria Act of 1958 terminating 41 California Rancherias, including Graton Rancheria. Despite this termination the tribes continued to preserve their culture and traditions and took up the legislative fight to get their land back, leading to the eventual restoration as a federally recognized tribal nation.

Since regaining federal recognition, the Federated Indians of Graton Rancheria have continued to move from strength to strength, both building their community and building out the infrastructure of the Rancheria. In 2008, after six arduous years of applications, the Tribe received grant funding from the U.S. Department of Health and Human Services through the Administration of Children and Families to launch its own Tribal TANF program for low-income Native American families in Sonoma and Marin counties, including programs and services to strengthen families such as employment assistance, job training and child care assistance. In November 2013, the Tribe opened the Graton Resort and Casino, and in doing so, have been able to provide programs and services to Tribal Citizens to help realize their dreams of self-sufficiency.

Today, the Tribe continues to be a progressive nation serving as a community leader in the fight for social justice and environmental stewardship. It’s also a leader and model tribe in preserving their cultural heritage and in educating the local community on its enduring heritage.

**Tribal Governance and Governmental Operations**

The Federated Indians of Graton Rancheria (FIGR) is governed by a seven-member elected Tribal Council that is led by an elected Tribal Chairman. There are four designated roles including the Chair, Vice-Chair, Secretary and Treasurer, along with three “at-large” members. A separate body, the General Council, consists of all tribal citizens over the age of 18. The General Council exercises powers associated with the electorate in democratic governance.

The Tribal Council appoints the Executive Director of Governmental Operations (EDGO), who manages the
day-to-day operations of the Tribal Office. Governmental operations consist of Administration, Finance, TANF (Temporary Assistance for Needy Families), Environmental, Housing and the Tribal Heritage Preservation Office (THPO). The EDGO will oversee a staff of approximately 100 full and part-time employees.

The Tribal Council separately oversees the Graton Economic Development Authority (management of all tribal assets) and the Tribal Gaming Commission. The Tribe’s annual budget is approximately $130 million and is comprised of two revenue sources, the resort and gaming operations, which has become one of the most successful casino operations in the country, and federal grants. The Tribal Council has enjoyed tremendous stability within its governance structure. The Tribal Council Chairman, Greg Sarris, originally led the restoration effort for federal recognition and is now in his 13th term in this role. Several other Tribal Council members have served multiple terms providing great continuity assisting FIGR to become known as a model and successful tribal nation culturally, fiscally and in providing services and resources to its citizens. The Tribal Council aspires to become an even greater nation through the leadership of an exceptional and proven EDGO.

The Position and Ideal Candidate

The EDGO will provide administrative and organizational leadership to the Tribe's governmental operations. Having undergone a tremendous transformation during the 19 years since the Tribe’s federal recognition, the FIGR governmental operation has grown from a staff of six to its current complement of over 100 dedicated employees. This organizational growth focused primarily on services for its citizens, is expected to grow and evolve towards expanding cultural, educational, environmental and social programs to even better serve the tribal nation and greater community. The governmental structure is highly stable and organizational politics surrounding the organization are non-existent as the staff and Tribal Council enjoy a highly collaborative relationship.

With the rapid and successful growth over the years, new programs, staff and services have come to fruition. However, the success has come with challenges as the organizational infrastructure hasn’t kept pace with service delivery. The core need in this role is for an exceptional administrative executive to build out the infrastructure of the Office’s operational systems. There is a critical need to develop, implement and align organizational systems, policies, processes and workflows. This includes reporting and tracking systems, documented policies and procedures, HR administration in the way of documented records, job classifications and descriptions and performance accountability systems and measures. The new EDGO must be an organized, hands-on, self-driven and high performing executive who offers creative administrative and business solutions.

Organizational and administrative change efforts will also require an active, engaging and results oriented leadership style capable of positively influencing staff and policy makers. New programs and services will require high levels of internal communication and coordination to ensure a solid foundation is established and overlap of duties and activities are addressed. Strong financial acumen especially in the areas of budget, financial planning & analysis, and with fund accounting being crucial skill sets for success.

The ideal candidate will be an exceptionally skilled and seasoned administrative leader with a successful track record working with policy makers and staff. Excellent verbal and written communication skills are expected as is role modeling a value system that engenders ethics, loyalty, and fairness. A highly collaborative management style that both builds and develops strong organizational relationships and further facilitates a team culture with a common sense of mission will be critical to this role.

This position requires at least 10 (ten) years of professional management and program management experience which includes direct staff supervisory responsibilities. A Bachelor’s degree in a related field is required, a Master’s degree is preferred. An understanding of the federal structure under which the tribal organization operates is highly desirable, although the position doesn’t require an expert in Indian operations nor is there an expectation of prior experience within a tribal organization.
Compensation and Benefits

The Federated Indians of Graton Rancheria provides an exceptional salary and benefits program for employees. The salary range for this position is $225,000 - $307,000 annually, depending on qualifications. The comprehensive benefits program provided to all full-time and part-time regular employees (20+ hours weekly) includes:

- Medical Insurance – At no cost to the employee
- Vision Insurance – At no cost to the employee
- Dental Insurance – At no cost to the employee
- 401(k) – Participation after six months employment
- Long-term Disability Income Insurance – At no cost to the employee
- Holidays – 11 paid holidays annually
- Personal Time Off (PTO) – accrued based on hours worked
- Employee Assistance Program

The Process

To pursue this compelling career opportunity, please visit the Avery Associates Career Portal on our website at www.averyassoc.net/current-searches/ to upload your letter of interest, resume and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place).

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The final filing date for this recruitment is July 6, 2020.

If you have any questions regarding this position, please feel free to contact Paul Kimura at 408.399.4424 or by email: paulk@averyassoc.net or Bill Lopez at 408.888.4099 or by email: williaml@averyassoc.net.