



*Federated Indians of
Graton Rancheria*

*invites your interest
for the position of*

**Executive
Director
of Tribal
Administration**



Federated Indians of Graton Rancheria

The Federated Indians of Graton Rancheria (“the Tribe”) 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. 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 located on the Tribe’s reservation, the governmental offices are based out of a separate office building in Rohnert Park, CA.

The Tribe is comprised of descendants of Coast Miwok and Southern Pomo groups from Marin and Sonoma Counties. Historically, the Coast Miwok of Marin County have, through the years, been referred to as Marshall Indians, Marin Miwok, Tomales, Tomales Bay and Hookooeko. The Bodega Coast Miwok (aka, Olamentko) traditionally lived in the area of Bodega Bay. The neighboring Southern Pomo Sebastopol group lived just north and east of the Coast Miwok. The town of Sebastopol is located about one mile midway between the north boundary of traditional Coast 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, California for the “village home” of the Marshall, Bodega, Tomales and Sebastopol Indians, grouped into one federally recognized entity, Graton Rancheria; thus 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 Tribe continued to preserve its culture and traditions and took up the legislative fight to get its rights back, leading to its eventual restoration as a federally recognized tribal nation.



Since regaining federal recognition, the Tribe has continued to build tribal community and pursue renewable and competitive grants to meet the needs of its citizens with housing, education, health, and administration. One example is in 2008, 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 childcare assistance. The Tribal TANF Grant provided direct services to many Tribal Citizens prior to the Tribe’s economic enterprise which currently funds many services and assistance-based programs to Tribal Citizens, while Tribal TANF continues to serve the broader American Indian community. In November 2013, the Tribe opened the Graton Resort and Casino, and in doing so, have been able to provide essential programs and services to approximately fifteen hundred (1500) enrolled Tribal Citizens, as well as providing a wide array of benefits to the surrounding community and other tribes.

The Tribe is a progressive community leader with a commitment to its mission of promoting and preserving social justice and environmental and cultural stewardship. Its platform has been wide ranging, with tribal initiatives in education, community programs that benefit the local Native and non-native community, cultural heritage preservation, including important partnerships at the local, state, and federal levels. An example is the Tribe’s precedent-setting Co-management Agreements with both the Sonoma County Regional Parks and National Park Services for two parks within their ancestral lands.

Tribal Governance and Governmental Operations

The Tribe is governed by a seven-member elected Tribal Council that is led by an elected Tribal Chairman. There are four executive officer roles: 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. Democratically elected by a majority vote of Tribal Citizens, the Tribal Council has the executive, legislative, and legal authority and responsibility to protect and promote the welfare of the Tribal Citizens and jurisdiction over the reservation land. The General Council exercises powers associated with the electorate

in democratic governance according to the Tribe's Constitution, which contains express authorities for both Tribal and General Councils.

The Tribal Council hires and supervises the Executive Director of Tribal Administration (EDTA), who manages the day-to-day operations of the Tribal Office. Tribal administration and operations consist of the following Departments: Administration, Environmental, Education, Finance, Social Services, Housing, TANF (Temporary Assistance for Needy Families), and the Tribal Heritage Preservation Office (THPO). The EDTA will oversee a staff of approximately 100 employees.

The Tribal Council separately oversees the Graton Economic Development Authority and the Tribal Gaming Commission. The Tribe's annual budget is approximately \$130 million and is comprised of two revenue sources, the resort/gaming operation, which has become one of the most successful casinos 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 16th term in this role. Several other Tribal Council members have served multiple terms providing great continuity, assisting the Tribe to become known as a model and successful Tribal Nation culturally, fiscally and in providing services and resources to its citizens. The Tribal Council is committed through its service, dedication, and visionary leadership to ensure the Tribe and its future generations continue to grow as a great nation, and the Tribal Council values the leadership of an exceptional and proven EDTA, which is critical for growth, enhancement, and sustainability.

The Position and Ideal Candidate

The EDTA will provide administrative and organizational leadership to the Tribe's governmental administration. Having undergone extensive growth, rapid expansion of services, increased employees and resources during the 22 years since the Tribe's federal recognition, the governmental operation has grown from initially having no staff to its current complement of nearly 100 employees. This organizational growth focused primarily on services for its citizens and is expected to grow and evolve towards deepening the quality of programs to better serve the tribal nation and the greater community. Tribal Council works collaboratively with the EDTA, who will assess and make recommendations for strategic growth, provide systemic organizational enhancements, and implement Tribal Council initiatives, goals and directives.

With the rapid and successful growth over the years, new programs, staff, and services have come to fruition. However, this 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 who is an experienced manager who can inspire and develop directors and employees and build out the infrastructure of the office's operational systems. There is a critical need to assess, 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. Furthermore, ongoing evaluation and reporting of programs and services correlating to performance and measurable outcomes is needed to ensure ongoing goals and objectives are met. The new EDTA must be an organized, hands-on, self-driven and high performing executive who offers creative administrative, engaged supervisory management 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 fund accounting are 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 well as providing a strong, fair and ethical leadership style. A highly collaborative management style that builds and develops strong organizational relationships and facilitates a team culture with a shared sense of mission will be critical to this role.

This position requires at least 10 (ten) years of professional management and program management experience including direct staff supervisory responsibilities and a Bachelor's degree in Business/Public Administration, Public Policy, Government, or a related field. A Master's degree in a related field, tribal government experience, administration of tribal government programs, and an understanding of the federal structure under which the Tribe operates are highly desirable for this role.

The Tribe, pursuant to its Indian Preference Statute, gives hiring preference in the following order of priority: (1) Citizens of the Federated Indians of Graton Rancheria, (2) Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) other Native Americans who are members of a Federally Recognized Indian Tribe. Aside from employment preference as provided in this section, the Tribe does not discriminate on the basis of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability, or political affiliation.

Compensation and Benefits

The Tribe provides an exceptional salary and benefits program for employees. The salary range for this position is \$290,000 - \$390,000 annually, depending on experience. The comprehensive benefits program provided to all 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 – 13 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).

Paul Kimura or Kristi Ward
Avery Associates
16 Lyndon Ave., Suite 200
Los Gatos, CA 95030
E-mail: jobs@averyassoc.net



The final filing date for this recruitment is November 3, 2023.

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 Kristi Ward at 408.507.9378 or by email: kristiw@averyassoc.net.