

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Gaming Manager
Department: Bad River Casino Complex
Salary: \$60k - \$80k (DOQ)
Full Time: 40 Hours/Week
Exempt: Yes/Salaried
Supervisor: Executive Director/Tribal Council
Posting Date: In-House
Opens: December 13, 2023
Closes: December 20, 2023, at 4:30 pm
Posting Date: Public
Opens: December 28, 2023
Closes: January 25, 2024 at 4:30 pm



Summary: The Bad River Tribe is seeking a dynamic individual for the role of Casino Gaming Manager. The incumbent will be responsible for overseeing and managing all aspects of the gaming operations in alignment with the Bad River Gaming Ordinance. Reporting directly to the Executive Director, the Casino Gaming Manager will play a pivotal role in implementing strategic business plans to ensure optimal profitability and professional management of the casino.

Essential Duties and Responsibilities include the following. Other duties may be assigned by the Executive Director.

Strategic Oversight:

- Supervises the effective administration and execution of gaming activities in alignment with tribal policies, ensuring maximum long-term profitability and return on investment(s).
- Collaborates with the enterprise departments to align strategy with the policy goals, aiming for sustained revenues to the Tribe.

Strategic Development:

- Continuously develops, implements, reviews, and updates the property's strategy using business analytics, market trends, forecasts, and relevant data.
- Evaluate marketing opportunities and formulate strategies to enhance the property's positioning for profitable market growth.

Operational Efficiency:

- Identifies and recommends cost-saving measures and operational efficiencies to enhance profitability and facilitate growth.

Communications Leadership:

- Drives communication of the property's Mission, Vision, and Values, ensuring strategic objectives are disseminated throughout the enterprise.

Customer Service Excellence:

- Leads a culture of best-in-class customer service and employee engagement, leveraging industry best practices and technology.

Initiative Planning and Execution:

- Supports the timely launch of planned initiatives by tracking progress, identifying and mitigating risks, and removing barriers.

Budgetary Leadership:

- Develops the annual operating budget within assigned areas, including capital expenditures and improvements, emphasizing data points such as workforce metrics and return on investment.

- Participates in the development of longer-term capital budgets aligned with the Bad River Gaming Commission's direction.

Performance Evaluation:

- Regularly reviews and evaluates the performance of assigned areas, collaborating with department heads to address unsatisfactory results.

Reporting and Communication:

- Provides scheduled reports to the Bad River Gaming Commission and, if applicable, Bad River Tribal Members during Gaming Tribal Council Meetings.
- Communicates topics of significant impact or potential immediately to the Executive Director and relevant entities, such as the Bad River Gaming Commission.

Legal Liaison:

- Works closely with the Executive Director and Bad River Gaming Commission on legal matters, including patron incidents, injuries, and Anti Money Laundering (AML) program compliance.
- Recommends techniques to minimize legal exposure and loss.

Asset Protection:

- Ensures protection of the property's assets through robust internal controls, updated policies, and procedures.
- Supports the implementation of systems and processes for compliance with regulatory requirements, including those of the Bad River Gaming Commission.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience:

Required:

- At least 21 years of age or older.
- Bachelor's Degree in Business, Administration, or Management field.
- Proven experience in casino gaming management with a minimum of 8 years in a leadership role.

Preferred:

- Master's Degree in Business, Administration, or Management field with 4 years of proven experience in casino gaming management.

Other Skills and Abilities:

Required:

- In-depth knowledge of tribal gaming regulations and compliance requirements.
- Strong strategic planning and analytical skills.
- Excellent leadership, communication, and interpersonal abilities.
- Ability to maintain confidentiality and handle sensitive information.
- Ability to work flexible hours, including evenings, weekends, and holidays.
- Proficiency in Microsoft Office Suite and casino management software.
- Valid gaming license or the ability to obtain one within the probationary period.
- Understanding and commitment to upholding the mission and philosophy of the Bad River Casino and Lodge.

Background Check:

This position is contingent on the required ability to pass a thorough background check to include a credit report. This is a required driver position, must possess a valid state driver's license, adequate vehicle/liability insurance, and/or meet eligibility for Tribal insurance.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must be physically able to perform all job duties. Walking, standing, bending, stooping, and occasionally lifting to 25lbs and/or carrying for short distances.

Work Environment: The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This position is subject to inside and outside work. The noise level may be moderate to loud.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690, and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov