

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Tribal Planner
Department: Central Administration Department
Hourly Rate: Negotiable (Depending on Qualifications)
Full Time: 40 Hours/Week
Exempt: Yes/Salaried
Supervisor: Tribal Operations
Posting Date: Public
Opens: February 4th, 2026
Closes: Open Until Filled



REQUIRED SUBMITTALS FOR A COMPLETE APPLICATION PACKAGE INCLUDE THE FOLLOWING:

- APPLICATION
- RESUME
- EDUCATIONAL TRANSCRIPTS
- COPY OF VALID DRIVER'S LICENSE
- THREE (3) CURRENT PROFESSIONAL REFERENCE LETTERS
- SALARY RANGE

Summary: The Tribal Planner/Grant Manager will coordinate and assist programs and services in developing program/community infrastructure, developing & maintaining land use assignments, and conducting short- and long-term strategic plans for the development of the community. The Tribal Planner will research, plan and coordinate projects involving but not limited to studies & planning in the areas of land use, zoning, transportation, water & sewer, housing, utilities, solid waste & recycling, economic development, fiber optic/telecommunications and other infrastructure within the community, in conjunction with all Tribal Departments, program personnel, membership, and elected leadership. This is a leadership position responsible for providing recommendations to the Tribal Operations Manager, Executive Director, and Tribal Council regarding community, infrastructure & economic development, and funding opportunities.

Essential Duties and Responsibilities include the following.

- Plan and implement program/community development activities for the Bad River Band of Lake Superior Tribe of Chippewa Indians.
- Identify community/economic development projects and coordinate all organizational grant writing activities with Tribal Programs, Department Heads, and Central Administration functions.
- Assist Tribal Personnel in preparing long and short-term goals and objectives.
- Provide technical advisory assistance including review of grant applications.
- Accomplish necessary community outreach and public involvement.
- Develop short (3-5 years) and long (5-15 years) term community development plans.
- Utilize an annual work plan and methodology to set and achieve targeted timeline goals.
- Streamline & assure that departmental plans & goals contribute to the Tribe's strategic plan.
- Monitor State and Federal legislation that may potentially impact Tribal government.
- Attend all meetings required to accomplish duties & obtain community and departmental input, including attendance at all Tribal Council meetings.

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:

- Background in Rural or Regional Planning; Business or Public Administration; Geography; or a minimum of three (3) years of professional work experience in rural or regional planning/community development required.
- Must possess the ability to plan, organize and complete complex research projects; ability to analyze research results and present them effectively in oral, written, and graphic form to various groups.
- A minimum of two (2) years supervising, planning, organizing, coordinating, assigning, and evaluating the work of department staff, as well as providing guidance and training as needed.
- Basic knowledge of local, State, and Federal laws and regulations as they pertain to Tribal Government.
- Must be able to work independently or in a team environment, and have a properly collegial relationship with co-workers.
- Must have strong group facilitation skills for use with workgroups.
- Position requires the ability to provide guidance, assistance, and/or interpretation to others, such as co-workers and/or the membership & leadership, on how to apply procedures and standards to specific situations.

Required Eligibility:

- This position is contingent on the required ability to pass a Bad River caregiver background check when working with children and/or the elderly.
- 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.

Other Required Knowledge, Skills, Abilities, Aptitudes (KSAs):

Supervisory:

- Supervision of Grant Writers, two (2) direct reports - daily duties, project management, organizational grant writing focus.
- Requires the ability to exercise judgment, decisiveness, and creativity required in situations involving the direction, control, and planning of an entire program or set of programs.
- Ability to motivate, train, and work effectively with others.
- Must be able to maintain strict confidentiality.

Administrative:

- Develop department and program budgets following established policies, directives and guidelines; properly submits budgets for review and/or approval.
- Requires the ability to perform mid to upper-level data analysis, including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place, and/or sequence of operations within an organizational framework. Requires ability to implement decisions based on such data, and oversee the execution of these decisions.

Language, Communication & Computer:

- Excellent oral and written communication skills are required.
- Ability to write and present formal & technical reports, working papers, and correspondence.
- Experience with computers and current software applications. Knowledge of techniques required in the preparation of maps, charts, sketches, and complex graphic presentations.

Reasoning Ability:

- Ability to develop alternative solutions or plans and proposals.
- Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

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. Sedentary work, with some walking, bending, stooping, and standing required. Occasional lifting to 50 lbs.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The noise level in the work environment is usually moderate.

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