

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Gitchi Gami Manager
Department: Aki- Ozhibii'igewigamig
Hourly Rate: \$24.00 DOQ
Exempt: Non-Exempt
Supervisor: Land Office Manager
Posting Date: Public
Opens: May 7th, 2026
Closes: May 26th, 2026 @ 4:30pm



Summary: The Gitchi Gami Manager is responsible for the day-to-day management and profitability of up to 14 rental properties located on Madeline Island. This role combines small business management, operations and hospitality ensuring a positive guest experience while maintaining efficient systems and strong financial performance. Success in this role requires strong organizational skills, customer-first communication, sound judgment, and the ability to solve problems independently in a fast-paced, guest-focused environment calmly and rationally.

Essential Duties and Responsibilities include the following:

- Key responsibilities include guest communication and service, pricing and revenue management, property maintenance coordination, financial tracking, marketing and listing optimization, compliance with Tribal and local regulations, and oversight of cleaning and turnover operations.
- Ensures all customer contact is courteous, informative and thorough
- Responsible for the management of all cabin operations including the processing of cabin reservations, assigning cabins, registering guests, collecting payments, filing documents, reviewing balances and settling guest accounts and checking out guests.
- Effectively market the property to Tribal and non-Tribal member customer bases, including website management and social media
- Work to ensure the rentals are self-sustaining and profitable
- Work to establish and grow this Gitchi Gami Properties
- Other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to maintain a high level of confidentiality
- Must demonstrate a capacity to grow the business
- Excellent customer service and interpersonal skills
- Ability to utilize websites for reservations and payments.
- Excellent attention to detail and organizational skills
- Excellent problem-solving skills including deescalating difficult situations
- Ability to handle challenges with patience, adaptability, and emotional awareness
- Expected to manage stress constructively and interact calmly and professionally
- Knowledge of marketing and social media development

- The ability to work effectively as part of a team
- Strong verbal and written communication skills
- Highly dependable and self-starter
- Ability to create and follow Gitchi Gami operating policies and procedures
- Ability to manage several budgets
- Strong critical thinking skills including the ability to vision a process and bring that vision to fruition.

Education and/or Experience:

- BA or AA Degree in business management, business administration, or a related field.
- And 3-5 years of experience running a business successfully
- Or over 5 years of experience running a business successfully if you do not have a degree

Qualifications 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 and 7 Grandfather Teachings is preferred for this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Other Skills and Abilities:

Must possess and maintain a valid state driver's license.

Background Check:

- This position is contingent on the required ability to pass a Bad River caregiver background check because it will require working with families/children and 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.

Physical Demands:

The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Must be physically able to perform all job duties. Walking, standing, bending, stooping and occasional lifting up to 25lbs and/or carrying for short distances.

Cultural Sensitivity:

This position requires an awareness and deep appreciation of tribal traditions, customs, and socioeconomic needs. It always requires the ability to meet and deal effectively with Native American people and organizations. This requires tact, courtesy, confidentiality, discretion, and sound judgement in handling sensitive issues. Open mind to culturally sensitive cabin usage plans that have a healing component such as sweat lodge; pipe ceremony; talking circles with eagle feathers; etc.

Benefits:

Excellent family Insurance

Paid Holidays: 17 Full + 2 ½ days

Personal Leave: 24 Hours renewed annually to use upon hire

Sick: 8 hours accumulated monthly, limit 300 hours

Annual: 8 hours accumulated monthly, increases with years of service

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

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