



ARIZONA INDIAN
GAMING ASSOCIATION

521 S. 48th Street, Suite 106 Tempe, Arizona 85281
PHONE: (480) 284-4034 | FAX (480) 284-4082 | www.azindiagaming.org

Executive Director Position Description

Position Title:	Executive Director
Reports To:	Executive Committee and Board, Arizona Indian Gaming Association (AIGA) and Arizonans for Tribal Government Gaming (ATGG)
Pay Rate:	Per annum – DOE
Benefits:	Full health, dental and vision benefits, 401K and other incentives
FLSA Status:	Exempt

SUMMARY

Arizona Indian Gaming Association (AIGA) is a dynamic, state-wide 501(c)(4) entity formed in 1994. AIGA is committed to advancing the lives of Indian peoples – economically, socially and politically – so Indian Tribes in Arizona can achieve their goal of self-reliance. AIGA is committed to protecting and promoting the welfare of Tribes striving for self-reliance by supporting tribal gaming enterprises on Arizona Indian lands. Speaking on behalf of its member Tribes with one, unified voice, AIGA serves as a clearinghouse and educational, legislative and public policy resource for Tribes, policy makers and the public on Indian gaming issues and tribal community development. AIGA is deeply committed to maintaining and protecting Tribal sovereign governmental authority.

Under the direction of the Board of Directors, the Executive Director (Director) is responsible for overall management and operation of the AIGA with oversight of day-to-day operations and the development and implementation of AIGA’s strategic plan and policies. The Director serves as the leader providing overall management, planning, execution and leadership for all aspects of the organization. The Director’s primary responsibilities will be to administer the daily functions of the organization including managing membership and staff of AIGA, coordinating and leading membership meetings; providing oversight for policy and regulatory initiatives; and organizing its annual conference.

The roles and responsibilities of the Director include:

- Develop short-term and long-term strategy to effectively execute the board’s vision
- Manage AIGA’s 501(c)(6) affiliate – Arizonans for Tribal Government Gaming (ATGG) – by identifying opportunities for engagement and working with interested parties to implement the associations’ shared goals. AIGA and ATGG are collectively referred to as the “associations”
- Develop AIGA and ATGG annual budget and manage budget to actuals throughout the year
- Develop annual performance expectations with staff that includes goals, objectives, inputs and outcomes
- Communicate effectively and inspire others to high performance; promote accountability; remove barriers; support others to be creative and action-oriented; anticipate needs before they appear
- Manage staff in a manner that supports a productive, professionally competent work force in an environment respectful of personal well-being and cultural diversity
- Represent the Tribal government gaming industry to key stakeholders in the region, including public officials, tribal leaders, other national and regional associations, reporters, and other interested parties
- Manage and provide direction on membership management / dues collection, new membership, and membership retention



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- Manage AIGA and ATGG reporting and filings
- Plan and manage AIGA's annual tradeshow and conference with the goal of maximizing attendance, member value, sponsorships, and industry presence in Arizona
- Serve as a direct supervisor to the Deputy Executive Director, and manage relationships with AIGA contract lobbyists and contractors to support relationships with federal, state, and local governments; oversee legislative and regulatory initiatives with the support of AIGA and ATGG members, staff and contract lobbyists
- Enrich and grow AIGA's membership base through outreach, policy, communications, and regulatory initiatives
- Work with the Executive Committee and outside groups to manage association priorities, work groups, and policy campaigns
- Develop a thorough understanding of organizational, community and key stakeholder priorities, needs and barriers to identify appropriate partners and form alliances that significantly accelerate the development of strategic partnerships that facilitate the distribution and implementation of Association's education and programs into the communities being served
- Position AIGA as the key voice on strategic task forces and tribal government gaming coalitions at the state and local level as well as with heads of important civic organizations
- Develop effective and ongoing relationships with media

The Director shall be responsible for supporting and implementing directives received from the Executive Committee and Boards of the associations and perform duties and responsibilities to accomplish the purpose and goals as outlined in the Strategic Plan of the associations.

The Director is supported by the Deputy Executive Director and other staff and will maintain effective communication to relay the responsibilities assigned.

The Director will interact with Tribal, federal, state, city and local municipalities, businesses, chambers of commerce, associations, attorneys, etc., educate and promote the associations to reflect the importance of Tribal Gaming's impact.

To create partnerships, the Director is involved in oversight of memberships, trade shows, seminars and training programs, gathering and providing technical assistance relating to the gaming industry when beneficial to Member Tribes and Tribal Nations, whenever such assistance, coordination of meetings of Member Tribes, partners and the public, distribution to gaming community, the federal, state, tribal and local governments and the general public regarding issues in the conduct and regulation of gaming in Arizona and Indian country. The Director will be supportive of the protection of and advocate for Indian Tribal sovereignty.

The Director will be responsible for preparing monthly, annual, and special reports documenting the activities of AIGA.

The Director, in coordination with legal counsel shall be responsible for contracts management including negotiating agreement terms that reflect the needs of AIGA, coordinates with legal advisors to finalize agreement terms; maintains effective systems of internal controls monitors progress of agreements and maintains agreement documentation to ensure fulfillment of agreement terms including receipt and expenditure of funds.



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The Director will assist in the development of current and long-term organizational goals and objectives and ensures the policies and procedures for AIGA operations are current to support the associations. The Director establishes plans to achieve goals set by the Board of Directors and implements policies, subject to approval by the Board of Directors.

At all times, the Director will preserve and protect the integrity of gaming conducted in Arizona and Indian country and perform other duties as requested by the Executive Committee.

Management: Maintains effective systems of internal controls to account for all receipts and expenditures of funds. Manages corporate funds to maximize the earnings under the federal regulations. Develops options available to the Board for using corporate resources to support research and education.

Dependability: Seeks increased responsibility while remaining conscientious, thorough, accurate, and reliable with respect to achieving the organization's goals, and the needs of the constituents, and the AIGA staff. This includes being available and responsive to issues and concerns as they arise.

Continuous Learning: Able to stay informed of current industry trends; learn and apply new concepts and demonstrate career self-reliance; identify own areas of opportunity and set and monitor self-development goals.

Willingness to Serve: Able to demonstrate a high level of service delivery to do what is necessary to ensure Member satisfaction; deals with service failures and prioritize member needs.

Flexibility: Able to remain open-minded and change opinions based on new information; perform a wide variety of tasks and change focus quickly as demands change; manage transitions effectively from task to task; adapt to varying member needs and situations.

Quality: Able to maintain high standards despite pressing deadlines; establish high standards and measures; do work right the first time and inspect materials for flaws; test new methods thoroughly; reinforce excellence as a fundamental priority.

Integrity: Able to be tactful, maintain confidences, and foster an ethical work environment; prevent inappropriate behavior by coworkers; give proper credit to others; handle all situations honestly.

Respect: Able to adapt behavior to others' styles, interact with people who have different values, culture, or backgrounds, be of service to difficult people, optimize the benefits of having a diverse workforce. Able to develop rapport with others and recognize their concerns and feelings; build and maintain long-term associations based on trust and help others.

Policies, Process, Procedures: Able to act in accordance with established guidelines; follow standard procedures in crisis situations; communicate and enforce organizational policies and procedures; recognize and constructively conform to written rules or practices.

Team Centered: Able to share due credit with coworkers; display enthusiasm and promote a friendly group working environment; work closely with other stake holders as necessary; support group decisions and solicit opinions from groups; display team spirit.



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Equipment and Software Knowledge: Able to operate various types of office equipment including, but not limited to: personal computers, printers, copy machines, FAX machines, telephone, typewriter, and other departmental related systems. Proficiency in MS-Word and other word processing and document preparation programs; Internet software; spreadsheet software and word processing software.

EDUCATION

Master's Degree in Public Administration, Business Administration, or similar degree; or a bachelor's degree and four years' experience in a related field.

EXPERIENCE

Must have minimum of five years' experience working with Tribal Governments, especially Tribes with a gaming enterprise

Must possess Tribal Gaming related experience in development, regulatory, and/or operations.

PHYSICAL DEMANDS

While performing the duties of this job, the Director is regularly required to sit, stand, walk, speak and hear. The position requires extensive computer use so the employee must have sufficient hand dexterity to use a computer keyboard and be capable of reading a computer screen. The employee must occasionally lift and/or move up to 20 pounds. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform the essential functions.

TRAVEL

The Director must be able to travel to attend conferences, training and other events as required to acquire and maintain proficiency in fulfilling the responsibilities of the position.

WORK ENVIRONMENT

The work environment is a small, busy office located in Tempe, Arizona. The noise level in the work environment is usually low to moderate. Reasonable accommodations in the work environment may be made to enable individuals with disabilities to perform the essential functions.

TRAITS AND CHARACTERISTICS

The Director should be a visionary and a strategic leader who can work effectively at the intersections of academia, research, operations, regulatory agencies, and tribal governments. The Director will bring an analytical, intellectual understanding of gaming issues and its impact on tribal operations and governments. Leading candidates will be broadly informed leaders with a high level of intellectual curiosity and the capacity to encourage others to explore new terrain.

Successful candidates will be able to engage and convene others in a process of exploration and dialogue. The Director needs to be an interdisciplinary and creative thinker who can be innovative as well as pragmatic. The Director will be an open-minded, confident professional who enjoys exploring issues while also recognizing the ownership of ideas is less important than the result of the collaborative effort. The Director will be a facilitator who will have the strength of character and conviction to work with a strong, engaged Board that is dedicated to the mission of AIGA.



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Strong written and oral communication skills are critical to ensure that the Director will be effective and persuasive in presenting AIGA and its mission to its affiliates and various government agencies and the public.

The Director must be knowledgeable to equally represent all levels of the population that are supported by Tribal Gaming and be equally adept at developing relationships with various groups and neighborhood associations as well as with leaders engaged in the national conversation of Tribal Gaming and the health and well-being of Tribal members.

Successful candidates will have strong organizational, administrative, and financial management skills.

The Director will be comfortable in a hands-on role and willing to do the essential tasks required to meet the goals of AIGA.

OUTSIDE ACTIVITIES

The Director will be required to represent that they are under no contractual commitments inconsistent with their obligations to the associations. While a full-time employee at the associations, the Director will be loyal and will devote their full time, energy and attention to the interests of the associations, subject to their devotion of time to manage personal assets and investments, and to participate in charitable, professional and community activities, provided such devotion of time does not materially interfere with their service to the associations.

ADDITIONAL QUALIFICATIONS

- Must possess a current Arizona driver's license and be able to meet the AIGA insurance standards
- Must pass a gaming background check
- Must be able to pass random drug testing
- The Director is expected to adhere to all AIGA policies, ethics standards and applicable federal/state/local regulations.

TRIBAL PREFERENCE

It is AIGA's policy to give preference in employment to qualified Indian candidates in compliance with applicable federal law, including Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e-2(i); Section 7 of P.L. 93-638 and the Indian Self Determination Act of 1975 (25 U.S.C. Section 450e(b)). For purposes of Indian preference, "Indian" means an enrolled member of a federally recognized Indian tribe. If there are two (2) equally qualified applicants for a position and one is an Indian (Native American), the Indian (Native American) will be offered the job. If qualified Indians (Native Americans) are not available, and if it is feasible and consistent with the Agency's best interest, employment and training opportunities may be provided to Indians (Native Americans) who are not fully qualified. All Native American applicants must include proof of status as a Native American in order to be considered as a qualified Indian candidate.