

JOB ANNOUNCEMENT

JOB TITLE: Executive Director of the Office of Gaming Regulation & Compliance
REPORTS TO: Gaming Regulatory Authority Board
LOCATION: Grand Casino Mille Lacs AND Grand Casino Hinckley
OPENING DATE: June 11, 2026
CLOSING DATE: June 26, 2026
GRADE LEVEL: \$120,00 to \$180,000
DAYS/HOURS: Monday – Friday, 8AM to 4PM

Section 1. Position Purpose

The Executive Director of the Office of Gaming Regulation and Compliance (“OGR&C”) is responsible for the day-to-day operations of the Gaming Regulatory Authority (GRA), subject to the ultimate control of the GRA Board. The Executive Director is responsible for the successful overall direction, administration, and coordination of all GRA operations and activities for the Mille Lacs Band of Ojibwe and oversees compliance monitoring, investigation, and enforcement of all applicable gaming laws and regulations for all gaming conducted on Band lands.

Section 2. Education, Experience, and Skills Requirements

- Bachelor’s degree from an accredited school or ten (10) years Gaming Regulatory experience; or an equivalent combination of education and experience
- Minimum of six (6) years Gaming Regulatory experience required
- Minimum of five (5) years Gaming Regulatory Supervisory experience or management level in-house training required
(15 MLBSA §401(c)(1), “experience and training in management and regulatory enforcement of sufficient scope, depth, and relevancy to enable [the candidate] to direct the work of the [GRA]”)
- Knowledge of financial and budget management, including probability and statistical inferences is required
- Ability to read, analyze, and interpret an extensive variety of complicated documents such as technical journals, financial reports, state/federal/tribal laws and ability to deal with several abstract and concrete variables
- Must possess intermediate to advanced computer skills in a Windows environment, including spreadsheet, word processing, and Power Point in order to produce a variety of templates, customize elaborate reports with graphics, work with multiple worksheets and perform mathematical functions, and make impactful and effective presentations
- Must be a highly motivated, natural leader and problem solver
- Strong project and people manager, capable of driving multiple work streams and employees toward deadlines and juggling priorities in a dynamic environment
- Ability to respond effectively to the most sensitive inquiries or complaints
- Excellent interpersonal and strong communication skills with ability to present information, verbal or written, to various factions including Gaming Enterprise Executive Management, Gaming Regulatory Authority Board, Band Government Officials, Law Enforcement, State and Federal Gaming Regulators and Band Members
- Must possess a strong comprehension of a regulatory body’s duty of independence and objectivity (15 MLBSA §401(c)(3), “[have] freedom from any conflict of interest created by [an] outside business interest or occupation”)
- Experience with and understanding of Native American culture and demonstrated culture sensitivity
- Must be of high moral character and promote an ethical culture (15 MLBSA §401(c)(2), “high moral character with no conviction for a felony or any gambling-related offense”)

Section 3. Authority and Responsibility

Subject to the authority of the GRA Board and in accordance with 15 MLBSA §402(a), the Executive Director shall provide staff, administrative, and office support to the Authority. The Executive Director hires and supervises GRA staff to whom they may delegate certain GRA duties including, but not limited to:

- Enforcement of all applicable gaming laws and regulations at all Gaming Enterprises
- Background investigations necessary to determine if any applicant for an employee gaming license or vendor license meets the applicable licensure criteria
- Investigating and evaluating the effectiveness and efficiency of the Mille Lacs Band gaming regulatory system and recommending changes
- Investigating all unresolved gaming related patron and vendor complaints concerning a Gaming Enterprise
- Investigating and monitoring all Gaming Enterprises for compliance with compulsive gambling cure and prevention requirements
- Investigating and monitoring for compliance with all rules concerning Charitable Gaming
- Investigating, monitoring and assisting in all matters concerning the maintenance and enforcement of a list of Persons to be excluded from Gaming Enterprises
- Assisting the Board in the execution of any authorized enforcement actions
- Assisting the Board in the preparation and defense of any appeal taken from any Compliance Determination
- Assisting the Board in the preparation of the GRA budget(s)

Other essential duties include:

- Developing and implementing a strategic plan and vision for the GRA
- Promoting integrity, impartiality, and professionalism in MLB gaming regulation
- Provide leadership for the GRA: creating a work environment that promotes teamwork, performance feedback, recognition, mutual respect, employee satisfaction, quality hiring, training, and succession planning
- Regularly review and evaluate departmental performance and take appropriate steps to resolve unsatisfactory results or conditions
- Facilitate the transparent flow of information throughout the GRA and gaming operations leaders

Section 5. Working Conditions

- Some periods of significant and frequent stress levels
- Work is exclusively indoors in a controlled climate area
- Little threat of personal danger or risk
- Hours are typically Monday through Friday with significant overtime depending on the needs of the business
- Local travel and out-of-state travel is required

Section 6. Special Considerations

- Must have valid driver's license
- Must have reliable personal transportation
- Must have proof of current insurance coverage and insurability under the Band's Auto Insurance Policy
- Travel between gaming enterprises is required
- Must pass an extensive background investigation, criminal history, and credit check (15 MLBSA §401(c)(4), "licensure as a Primary Management Official")
- Must pass a pre-employment drug & alcohol test

- Must pass pre-employment skills testing
- Mille Lacs Band Member/American Indian preference applies

Please submit cover letter and resume to:

**Gaming Regulatory Authority
Office of Gaming Regulation & Compliance
Attn: Desirae Kirchmeier
dkirchmeier@mlbgra.com**

**Grand Casino Mille Lacs
777 Lady Luck Drive
Hinckley, MN 55037**