



**Pride of the Ojibwe  
13394 W Trepania Road  
Hayward • Wisconsin • 54843  
Phone (715) 634-8934 • Fax (715) 634-4797 • HR Fax (715) 699-1209**

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### **Tribal Housing Division Executive Director**

Position Title: Tribal Housing Director (Multiple Properties)  
Posting Date: September 21, 2023  
Closing Date: Open Until Filled  
Department: Tribal Housing Division  
Reporting: Tribal Governing Board  
Location: Tribal Administration Building (Office TBD)

#### **Position Description & Responsibilities:**

The Director manages, plans, directs, controls, and supervises housing management and operations, finance management of allocated resources including development of construction/infrastructure projects and resource development to meet the present and future housing needs of the tribal community.

- **Program/Grant Administration and Management**

Directs the management of rental units developed by the Tribe; develops strategies to ensure the adequate maintenance and improvement of all units; supervises personnel.

- **Budgeting/Fiscal Management**

Oversees the financial budgets, resources, and assets management, collections of rent, for the Tribal Housing. Manage resources according to budget guidelines, applicable laws, and regulations. Prepares annual Department budget and maintains expenditures within budget limits. Prepares management reports for Tribal Council.

- **Planning and Resource Development**

The Director will provide strategic vision and leadership for the Department by developing and implementing Tribal strategic plans. Keeps informed about national housing issues as they affect the Tribe. Coordinate planning efforts with the Tribal Governing Board, Tribal Grants Director and LCO Housing Authority Executive Director. Plans and institutes new housing program opportunities as available. Provides and/or oversees grant writing for development projects, capacity building, special needs housing, etc. Identifies funding sources and develops positive

**LCO Tribal Government  
Human Resource Dept  
Tribal Housing Division Exec Director**

working relationships with other individuals, agencies and organizations that may contribute to the accomplishment of tribal goals; ensures that new efforts are consistent with overall tribal/community needs and values.

- Other duties and responsibilities as assigned by the Tribal Governing Board.

**Qualifications:**

The ideal candidate shall demonstrate or possess the following qualifications:

1. Mature Adult.
2. Tribal Preference applies.
3. Preferred Bachelor's degree in Business Administration and/or combination of education and minimum of seven (7) years' experience in the Property Management/Supervisory field will be considered.
4. Preferred knowledge in HVAC and construction oversight.
5. Previous experience working with a personal computer is required with the ability to function in Microsoft Office applications.
6. Participation in professional development, technical training or other related training opportunities relative to Property Management.
7. Perform all duties in a professional manner.
8. Willingness and ability to work flexible days and hours as needed to accomplish the goals and objectives of the Lac Courte Oreilles Tribe.
9. Must be able to pass a background check.
10. Must be able to pass a pre-employment drug screen.

**APPLICATION PROCEDURE:**

Submit completed **LCO Employment Application including Release and Authorization Form** (available upon request or on the Tribe's website) along with a **cover letter, resume** and at least **three (3) letters of reference**. Certificate of Good Standing in each jurisdiction where licensed and any other supportive documents. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

**MAIL, FAX OR EMAIL ALL INFORMATION TO:**

**Lac Courte Oreilles Tribal Government  
ATTN: Human Resource Department  
13394 W. Trepania Road  
Hayward, WI 54843  
Fax (715) 634-4797  
HR Fax (715) 699-1209  
[doreen.debrot@lco-nsn.gov](mailto:doreen.debrot@lco-nsn.gov)  
[caroline.yellowthunder@lco-nsn.gov](mailto:caroline.yellowthunder@lco-nsn.gov)**

***Tribal preference will apply to qualified applicants in accordance with the  
Lac Courte Oreilles Policies & Procedures Manual.***