

Deputy Chief Executive Officer (CEO)

Reports to

MCEC CEO

Summary/Objective

The role of the Deputy Chief Executive Officer at Medicine Creek Enterprise Corporation is to support the Chief Executive Officer (CEO) in the overall direction, management, and administration of all aspects of the current operations in alignment with the vision set by the MCEC Board of Directors. The Deputy CEO will work closely with the CEO to assist with the management practices, reporting duties, and strategic planning that enable a high performing and effective executive team.

Essential Functions

The role of Deputy CEO is to work closely with the CEO to align the full MCEC team around the strategic goals for MCEC in an efficient and effective manner. The Deputy CEO will:

- Establishes credibility throughout the organization and with the board as an effective developer of solutions to business challenges.
- Assists with providing leadership and management to ensure that the mission and core values of the company are put into practice.
- Assists with and drive the company to achieve and surpass sales, profitability, cash flow, and business goals and objectives.
- Assists with the development, communication and implementation of effective growth strategies and processes.
- Collaborates with the executive management team to develop and implement plans for the operational infrastructure of systems, processes and personnel designed to accommodate the growth objectives of the company.
- Assists, as required, in raising additional capital at appropriate valuations to enable the company to meet sales, growth and market share objectives.
- Assists with fostering a success-oriented, accountable environment within the company.
- Ensures that all enterprises comply with Federal, State, Local, and Tribal laws.
- Prepares and presents operational updates to BOD.
- Other duties as assigned by the Chief Executive Officer.

Competencies

- Strategic Thinking.
- Business Acumen.
- Leadership.
- Results Driven.
- Financial Management.
- Problem Solving/Analysis.
- Collaboration Skills.

Supervisory Responsibility

The Deputy Chief Executive Officer does not have any Supervisory responsibility. All Supervisory responsibility will be delegated by the Chief Executive Officer, gradually increasing until the succession plan has been completed.

Position Type and Expected Hours of Work

This is a full-time position. This position regularly requires long hours and frequent weekend work.

Travel

This position requires up to 30% travel. Frequent travel is outside the local area and overnight.

Required Education and Experience

1. Class III gaming license is required to obtain upon hiring.
2. MBA in Business Administration of similar relevant field required.
3. 7-10 years of verifiable experience directly related duties and expectations.
4. 7-10 years of experience in strategic planning, operational efficiency, and business development required.
5. Exceptional executive presence, business acumen, and presentation skills.
6. Budgeting and financial focused mindset.
7. Excellent interpersonal and leadership skills, integrity, and ethics.
8. In-depth knowledge of various business functions, such as Finance, Human Resources, and Marketing.

Salary Range

The salary range for this position is \$175,000-\$350,000 (DOE).

Benefits

All full-time positions are eligible to receive the following: medical/dental/vision plan with employer contributions, 401k plan with employer match, supplemental life insurance, and tuition reimbursement. For other benefits that may be included with this position, please reach out to the MCEC Human Resources Department.

MCEC is Native hiring preference for enrolled members of the Nisqually Indian Tribe or other Federally recognized Indian Tribe. Please attach a copy of Tribal ID card with resume.

If interested in this position, please apply at www.mc-ec.org/careers or send a resume to applications@mc-ec.org.