

BRIANNA GUNKA

3481 W. 6 Mile Road, Brimley, MI 49715

920-851-9323 • brigunka@gmail.com

EXPERIENCE

JUNE, 2023- PRESENT

PLANNING MANAGER, BAY MILLS INDIAN COMMUNITY (BMIC)

Responsible for coordinating, overseeing, and evaluating a variety of planning and community development functions, activities, programs, and services, including planning studies, comprehensive planning, strategic planning, land acquisition, property maintenance and code enforcement; serves as an advisor to the Tribal Manager, Executive Council and other BMIC officials, Enterprise and Business Holdings operations on planning and development related issues; provides supervision of Grants Department, Parks and Recreation Department, Land Office, and Transportation Department; reviews and evaluates technical documents for development, zoning, site plans and plats; works cooperatively with the Tribal Manager and Construction Manager concerning planning and design functions for the construction and renovation of governmental facilities; supervises the development and implementation of land use, economic development, utility, housing, transportation, parks and open space, facilities, green infrastructure, solid waste, and other plans; manages the planning for major development projects, including coordinating and overseeing the preparation of appraisals, economic feasibility plans, financing plans, environmental documents, design plans, and other technical studies; works with Grants Department to identify funding for upcoming projects and assists with writing and managing grants.

MARCH 2021 – JUNE, 2023

LAND OFFICE COORDINATOR, BAY MILLS INDIAN COMMUNITY

Responsible for all land use/management within the Bay Mills Indian Community Reservation; maintains all Reservation maps, surveys, legal descriptions, 911 Tribal Address log, lease log, and permit log; assists Tribal members with requests for Land Leases, completes Fee-to-Trust applications; ; maintains and updates GIS maps for BMIC governmental departments; leads comprehensive and strategic community planning initiatives, including the development of mission, vision, values, and organizational priorities; executes community engagement initiatives, including the BMIC Census and other community surveys; collects and processes data for reporting and use in community development and grant initiatives; develops ordinances, procedures, and policies, including HEARTH Ordinance, Land Acquisition Policy and Procedures, and Land Office Policies and Procedures; participates in green infrastructure analysis and development, including collecting and synthesizing data into the Green Community Assessment and Report, development of BMIC's Green Building Infrastructure Checklist, and BMIC's Procedures for Development and Redevelopment; provides oversight for all BMIC renewable energy and energy efficiency projects, including deployment of three solar arrays and 5 EV Chargers; coordinates land acquisition; coordinates feasibility studies and business planning related to particular parcels or development initiatives; prepare RFPs, including collecting and rating proposals, and selecting firms; has written approximately 20 grants; and is actively managing 14 grants. Currently serves on Spirit Stone Trail Committee, Solid Waste Committee, Green Infrastructure Committee, Parks and Playground Committee, Safe Routes to School Advisory Committee, and Waishkey Bridge Road Safety Audit Advisory Committee.

MARCH 2019 – MARCH 2021

POLICY ANALYST, BAY MILLS INDIAN COMMUNITY

Created BMIC Fee and Trust property logs; assisted Legal department in Fee to Trust applications; forged partnership with the Indian Land Tenure Foundation (ILTF) to develop a BMIC lands GIS web mapping tool for governmental departments; developed a standardized BIA Annual Report form, and collect and edit annual reports submitted by department directors; regularly interact with Tribal Chairperson, Tribal Manager, Legal Department, and Executive Council to complete an array of projects; provide oversight and coordination for a variety of land-based grant projects, including the EDA Economic Diversification, Land Use, and Land Acquisition Plan project, ILTF's National Indian Carbon Coalition project, and TEDC Tribal Utility Authority Feasibility Study. Authored/ co-authored awarded grants totaling \$315,000.

MARCH 2018 – MARCH 2021

LAND GRANT COORDINATOR, BAY MILLS COMMUNITY COLLEGE (BMCC)

Authored/ co-authored awarded grants totaling \$1.24 million; served as Project Director on six grant projects; grant management tasks include: complying with grant requirements, supervising grant project coordinators, maintaining records, conducting evaluation, coordinating with Accounting and Grants Management, communicating with funding agencies/organizations, and completing quarterly and final reports; provide oversight of the Mukwa Health & Fitness Center, and the Waishkey Bay Farm, a 40-acre extension facility. Served on Marketing and Recruiting Committee, Wiisinida M'no Mijjim "Let's Eat Good Food" Coalition, BMIC Food Sovereignty Coalition, Spirit Stone Shuffle 5K Run/Walk Planning Committee, and the Inter-Tribal Basketball Planning Committee

JANUARY 2019 – JANUARY 2021

ADJUNCT INSTRUCTOR, BAY MILLS COMMUNITY COLLEGE

Developed and taught the Business 116-Introduction to Grants and Grant Management for BMCC Business Department.

MARCH 2018 – MARCH 2019

GRANTS SPECIALIST, BAY MILLS INDIAN COMMUNITY

Aided the BMIC Grants Management Department in transitioning to a paperless grant management system by documenting over 120 grant programs; developed BMIC Grants Management policies and procedures workflow, and provided trainings to e-Civis users upon request.

EDUCATION

MAY 2022

MASTER OF ARTS IN COMMUNITY DEVELOPMENT, NORTH DAKOTA STATE UNIVERSITY

Course work includes: Introduction to GIS, Natural Resource Management, Building Native American Community and Economic Capacity, Sustainable Development, Economic Analysis, Community Analysis, Organizing for Community Change, and Evaluation of Organizations and Programs. 4.0 GPA

DECEMBER 2016

BACHELOR OF ARTS, UNIVERSITY OF WISCONSIN-MADISON

Double Major in Political Science and Environmental Studies, Certificates in Global Health and Gender & Women's Studies

SKILLS

- Effective inter-personal and written/verbal communication
- Excellent organizational skills
- Personable, service-oriented attitude
- Proficient in Microsoft Word, Excel, Power Point, ArcGIS Pro, and SPSS
- History of successfully tracking and managing multiple projects simultaneously

ADDITIONAL EXPERIENCE

- Completed MSU Extension's Citizen Planner Program and Master Citizen Planner Program in 2022
- Completed the Sault Chamber of Commerce Leadership Program in 2020
- Awarded Michigan State University-Extension's 2020 Diversity and Inclusion Award as part of my work on the Michigan Inter-tribal Land-grant Extension System (MILES) Team
- Served as Treasurer of the First Americans Land Grant Consortium Board from 2020-2022
- Participated in USDA NIFA Grant Review Panels in 2019 and 2020.