



SOUTH DAKOTA Native Homeownership Coalition

www.sdnativehomeownershipcoalition.org

SDHNOC Seeks a Housing Development Subsidiary Executive Director

Overview

The South Dakota Native Homeownership Coalition (SDNHOC) is a diverse group of over 75 tribal, state, federal, nonprofit, and private sector stakeholders working to identify barriers, share innovative solutions, and leverage resources to create a clear path to homeownership for Native people in South Dakota. We are governed by a representative Board of Directors, and Lakota Funds, a Native community development financial institution, serves as our fiscal agent. After working as an informal coalition for nearly ten years, we are now working towards becoming an independent, 501(c)3 organization. We are currently developing statewide homeownership and workforce development programs and envision a staff of seven employees by early 2023.

To contribute to the organization's sustainability, we are also creating a new Housing Development Subsidiary (HDS) which will serve as the development arm of the SDNHOC. The HDS will primarily focus on providing housing development services to Coalition member organizations who wish to increase or improve housing opportunities for Native families in South Dakota. Examples of services might include serving as the developer for housing construction projects, conducting housing needs assessments and market studies, obtaining preliminary architectural and engineer reports, conducting site analysis, obtaining construction financing, developing infrastructure, preparing design and construction documents, or providing property management services.

We are seeking to hire a Housing Development Subsidiary Executive Director who will be responsible for overseeing the day-to-day activities of the new subsidiary.

This role is for you if you...

- ✓ Are committed to increasing homeownership opportunities for Native families in SD;
- ✓ Have significant experience managing affordable housing development and residential construction programs and staff;
- ✓ Have strong financial management skills and experience managing different funding streams;
- ✓ Are a bridge-builder, who can support connections between member organizations;
- ✓ Have strong writing and communication skills;
- ✓ Have experience in affordable homeownership or community development; and



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- ✓ Have a track record of moving ideas into action.

Primary responsibilities:

- Help to design and manage a new entity that provides housing development services to potential clients;
- Create and maintain a high-quality development team comprised of staff members, independent contractors, and volunteers;
- Conduct contract and project management;
- Oversee housing development projects to ensure successful outcomes and capacity building opportunities for clients and impacted communities;
- Maintain relationships with community, government, and private sector stakeholders;
- Work closely with the SDNHOC Board of Directors to set priorities and strategic directions;
- Manage organizational activities to ensure the long-term financial sustainability for both HDS and SDNHOC;
- Hire and manage staff and consultants;
- Oversee the development and implementation of HDS policies and procedures;
- Take the lead on HDS resource development and fundraising efforts; and
- Ensure compliance with all funding sources.

Qualifications:

- Strong affordable housing development and residential construction program management experience.
- Extensive staff management experience.
- Excellent communication, conflict resolution, and problem-solving skills.
- Strong technology skills, including basic computer skills and the ability to use Word, Excel, PowerPoint and social media platforms. Knowledge of Salesforce and Quickbooks is preferred but not required.
- Strong financial management skills.
- Grant writing and grant management skills.
- Understanding of community development and homeownership in a Native context.
- Knowledge of homeownership and affordable housing markets in South Dakota.
- An ability to maintain a high level of energy, initiative, and interaction with staff and community at all times.
- Demonstrated ability to take initiative and manage multiple projects and programs.
- College degree in related field.



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Logistical information:

- Initially, this position will be a Lakota Funds staff position, but will report to the SDNHOC Board of Directors. Once the new HDS entity is created, the Executive Director will transition to be an employee of the new organization.

Salary and Benefits

- Salary will be commensurate with experience. It is envisioned that the starting salary will range from \$100,000 - \$125,000.
- Benefits will be provided, including health care, dental care, vision, and retirement.

To apply:

Please send a cover letter and resume to:
Tawney Brunsch, Executive Director
Lakota Funds
P.O. Box 340
Kyle, SD 57752
Email: tbrunsch@lakotafunds.org

Lakota Funds recognizes Native preference in hiring.