



SOUTH DAKOTA  
**Native Homeownership  
Coalition**

[www.sdnativehomeownershipcoalition.org](http://www.sdnativehomeownershipcoalition.org)

## **SDNHOC IS SEEKING A PROJECT COORDINATOR!**

### **Overview**

The South Dakota Native Homeownership Coalition 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 steering committee, and Lakota Funds, a Native community development financial institution, serves as our fiscal agent.

After working as an informal coalition for the past seven years, we are now working towards becoming an independent, stand-alone organization. We have created a new staff position to support and manage this transition.

### **This role is for you if you...**

- ✓ Are committed to increasing homeownership opportunities for Native families in SD;
- ✓ Would like to support our Coalition's transition from an informal coalition to an independent, stand-alone organization;
- ✓ Are a self-starter, who thrives working on your own;
- ✓ Are a bridge-builder, who can support connections between member organizations;
- ✓ Are comfortable working remotely;
- ✓ Have strong writing and communication skills;
- ✓ Have experience in affordable homeownership or community development; and
- ✓ Have a track record of moving ideas into action.

### **Primary responsibilities:**

- Support the Project Director with the Administration for Native Americans (ANA) Social and Economic Development grant project.
- Provide administrative support for the Coalition's organizational development process including incorporation, recruitment of Board members, and adoption of Bylaws.
- Schedule meetings and record minutes for the Coalition's steering committee and eventually the Board of Directors.
- Enter data into Salesforce database to track Coalition activities, outputs and outcomes.
- Provide administrative support to the Coalition's working committees, as directed.
- Coordinate events, workshops and trainings.
- Provide administrative support for grants management and annual ANA reporting requirements.



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**Qualifications:**

- Experience providing administrative support.
- Familiarity with homeownership and community development and/or working in Native communities.
- Strong technology skills, including basic computer skills and the ability to use Word, Excel, PowerPoint and social media platforms. Knowledge of Salesforce is preferred but not required.
- Excellent communication skills.
- 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 handle stress.
- Relevant professional certifications and/or Associate's Degree in a related field.
- Able to work remotely.

**Logistical information:**

- The Project Coordinator may work remotely from any location based in South Dakota.
- Initially, this position will be a Lakota Funds staff position. Once the new nonprofit entity is created, the Project Coordinator 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 \$40,000 - \$50,000.
- Benefits will be provided, including medical, dental and vision coverage
- PTO
- Retirement

**To apply:**

Please send a cover letter and resume by **JANUARY 28, 2022** to:  
Tawney Brunsch, Executive Director  
Lakota Funds  
P.O. Box 340  
Kyle, SD 57752  
Email: [tbrunsch@lakotafunds.org](mailto:tbrunsch@lakotafunds.org)