



SDNHOC IS SEEKING A PROGRAM 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. Lakota Funds, a Native community development financial institution, currently 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. With a Board of Directors in place, we have created a new staff position to support our work as an independent nonprofit organization. This position will focus on three components: administrative support, impact tracking, and programming/event support.

This role is for you if you...

- ✓ Are committed to increasing homeownership opportunities for Native families in SD;
- ✓ Would like to support our Coalition as we transition from an informal coalition to an independent, stand-alone organization;
- ✓ Are comfortable working with data and impact tracking systems;
- ✓ Are organized and strong in follow-through;
- ✓ Are a self-starter, who thrives working on your own;
- ✓ Are comfortable working remotely;
- ✓ Have strong writing and communication skills; and
- ✓ Have experience in affordable homeownership or community development.

Primary responsibilities:

- Support the Coalition staff with the Administration for Native Americans (ANA) Social and Economic Development grant project.
- Coordinate Coalition's impact tracking efforts, to include supporting member organizations in providing data to ensure accurate reporting and entering Coalition-wide data into Salesforce database to track activities, outputs, and outcomes.
- Provide administrative support to the Coalition's Board of Directors and working committees, as directed.
- Support Coalition-wide programming, including logistical support for events, workshops, and trainings.
- Provide administrative support for grants management, annual ANA reporting and



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the Coalition's organizational development process.

Qualifications:

- Familiarity with homeownership and community development and/or working in Native communities.
- Experience providing administrative support.
- Experience and comfort with data and impact tracking systems.
- 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 **July 10th, 2023**, to:
Tawney Brunsch, Executive Director
Lakota Funds
P.O. Box 340
Kyle, SD 57752
Email: tbrunsch@lakotafunds.org