



SOUTH DAKOTA
**Native Homeownership
Coalition**

www.sdnativehomeownershipcoalition.org

THE SD NATIVE HOMEOWNERSHIP COALITION IS HIRING!

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 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 stand-alone organization. We are currently developing statewide homeownership and workforce development programs, and envision a staff of seven employees by early 2023. We are currently seeking experienced applicants for five new positions (described in detail on the following pages):

- (1) Executive Director
- (2) Operations Manager
- (3) Homeownership Program Manager
- (4) Workforce Development Program Manager
- (5) Workforce Development Training Coordinator

Logistical information:

- Initially, these positions will be Lakota Funds staff positions. Once the new nonprofit entity is created, the positions will transition to be employees of the new organization.

Salary and Benefits

- Salary will be commensurate with experience.
- 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.



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EXECUTIVE DIRECTOR

This role is for you if you...

- ✓ Are committed to increasing homeownership opportunities for Native families in SD;
- ✓ Have significant experience managing programs and staff;
- ✓ Have strong financial management skills and experience managing different funding streams;
- ✓ Would like to support our Coalition's transition from an informal coalition to an independent, stand-alone organization;
- ✓ 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
- ✓ Have a track record of moving ideas into action.

Primary responsibilities:

- Oversee and manage the Coalition's transition to an independent, 501(c)3 organization;
- Hire and manage staff;
- Assist in designing Coalition's new statewide homeownership and workforce development programs;
- Oversee implementation of new statewide programs;
- Coordinate and manage consultant support;
- Oversee the implementation of organizational policies and procedures;
- Oversee the Coalition's in-person events, including our Annual Planning Day and Annual Tribal Site Visit;
- Take the lead on resource development and fundraising efforts; and
- Ensure compliance with all funding sources.

Qualifications:

- Strong 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.



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- Grant writing and grant management skills.
- Understanding of community development and homeownership in a Native context.
- Knowledge of homeownership 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.

Salary and Benefits

- Salary will be commensurate with experience. It is envisioned that the starting salary will range from \$85,000 - \$100,000.
- Benefits will be provided, including health care, dental care, vision, and retirement.



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OPERATIONS MANAGER

The Operations Manager will be responsible for managing the transition of the financial components of the South Dakota Native Homeownership Coalition from a program of Lakota Funds to an independent nonprofit organization. The Operations Manager will also provide financial management support to the Coalition. As the Coalition's Fiscal Agent, Lakota Funds is responsible for maintaining accurate records of all Coalition grants, revenues and expenditures. We seek an experienced Operations Manager to fill this position.

This role is for you if you...

- ✓ Have significant financial management experience;
- ✓ Have significant grants management experience;
- ✓ Enjoy working with a team;
- ✓ Are a self-starter, who thrives working on your own; and
- ✓ Are committed to increasing homeownership opportunities for Native families in SD.

Primary responsibilities:

- Serve as the financial point of contact for the Administration for Native Americans Social and Economic Development (SEDS) grant project, including attending all required grantee trainings and managing financial reporting requirements.
- Assist with the Coalition's organizational development process including its budget, fundraising efforts, membership dues program and sustainability plan.
- Support the Coalition's Executive Committee, Steering Committee and eventually the newly created Board of Directors with financial management tasks.
- Coordinate the Coalition's efforts to hire an accountant to complete an independent audit.
- Provide grants management support including grant application and grant monitoring and compliance.



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Qualifications:

- Thorough understanding of nonprofit accounting, bookkeeping, and financial management information requirements with proven cash management skills, i.e. control, forecasting and budgeting.
- Strong written and verbal skills. Interpersonal skills must include a demonstrated ability to deal effectively with diverse constituents, internal staff, board members, investors, outside public accounting, legal, bank and other professionals.
- Proven human resource management skills and experience.
- Strong technology skills, including basic computer skills and the ability to use QuickBooks, Word, Excel, PowerPoint and social media platforms. Knowledge of Salesforce is preferred but not required.
- Demonstrated ability to take initiative and handle stress.
- Bachelor's with accounting/finance emphasis required, masters preferred.

Salary and Benefits

- Salary will be commensurate with experience. It is envisioned that the starting salary will range from \$70,000 - \$85,000.
- Benefits will be provided, including health care, dental care, vision, and retirement.



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HOMEOWNERSHIP PROGRAM MANAGER

The Coalition is a member of the Rural WORTH Collaborative, a partnership between seven organizations working to increase homeownership in communities of color around the country. Over the next four years, the Coalition's work with this Collaborative will focus on specific homeownership strategies, including providing downpayment assistance through our member organizations, supporting mortgage lending by Native CDFIs, and clearing title on rent-to-own properties that TDHEs and other organizations are conveying to homebuyers. Work with the Collaborative will also focus on bringing an innovative build-as-you go housing model to South Dakota. We have created a new position, our Homeownership Program Manager, to coordinate these efforts.

This role is for you if you...

- ✓ Are committed to increasing homeownership opportunities for Native families in SD;
- ✓ 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:

- Assist in designing our new Downpayment Assistance and Clear Title programs;
- Implement and manage new Downpayment Assistance and Clear Title programs;
- Overall coordination of the Coalition's Rural WORTH Collaborative activities, including MiCasita efforts;
- Oversight of Rural WORTH Collaborative communications; and
- Coordination and management of Rural WORTH Collaborative reporting activities.



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Qualifications:

- Strong program management experience.
- Experience in the homeownership field.
- Grants 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.
- Strong financial management skills.
- Understanding of community development and homeownership in a Native context.
- An ability to maintain a high level of energy, initiative, and interaction with staff and community at all times.
- College degree in related field.

Salary and Benefits

- Salary will be commensurate with experience. It is envisioned that the starting salary will range from \$60,000 - \$75,000.
- Benefits will be provided, including health care, dental care, vision, and retirement.



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WORKFORCE DEVELOPMENT PROGRAM MANAGER

Through our work over the past ten years to promote Native homeownership, we have learned that a strong residential construction industry is key to creating needed housing stock. With support from the Economic Development Administration (EDA), the Coalition is currently developing a robust workforce development program to support the residential construction industry serving Native communities. Through our *Building Jobs, Building Homes* program, we will focus on four primary areas: (1) a construction internship program, (2) appraiser certification, (3) inspector certification, and (4) building the capacity of contractors to hire and retain more employees. Over the next three years, our goal is to create 100 new employment opportunities for tribal members. We have created a new position - Workforce Development Program Manager - to coordinate these efforts.

Primary responsibilities:

- Assist in designing the Coalition's new *Building Jobs, Building Homes* program
- Coordinate stakeholder activities (Trially Designated Housing Entities, contractors, construction internship sites, Tribal Colleges and Universities)
- Oversee program participant placement efforts with contractors and other employers
- Manage program communications
- Oversee grant compliance and reporting

This role is for you if you...

- ✓ Are committed to supporting the residential construction industry serving Native communities in SD;
- ✓ Are a self-starter, who thrives working on your own;
- ✓ Are a bridge-builder, who can support connections between partners;
- ✓ Have experience with designing and implementing workforce development programs;
- ✓ Have strong writing and communication skills; and
- ✓ Have a track record of moving ideas into action.

Qualifications:

- Significant workforce development experience.
- Strong program management experience.
- Strong grant reporting experience.
- Excellent communication, conflict resolution, and problem-solving skills.



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- 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.
- Strong financial management skills.
- Understanding of community development and homeownership in a Native context.
- An ability to maintain a high level of energy, initiative, and interaction with staff and community at all times.
- College degree preferred.

Salary and Benefits

- Salary: \$60,000 to \$75,000 annually, depending on experience.
- Benefits will be provided, including health care, dental care, vision, and retirement.



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WORKFORCE DEVELOPMENT TRAINING COORDINATOR

Through our work over the past ten year to promote Naive homeownership, we have learned that a strong residential construction industry is key to creating needed housing stock. With support from the Economic Development Administration (EDA), the Coalition is currently developing a robust workforce development program to support the residential construction industry serving Native communities. Through our “Building Jobs, Building Homes” program, we will focus on four primary areas: (1) expanding our construction internship program, (2) supporting an appraiser certification program, (3) strengthening our inspector certification program, and (4) building the capacity of contractors to hire and retain more employees. Over the next three years, our goal is to create 100 new employment opportunities for tribal members. We have created a new position, our Workforce Development Training Coordinator, to support these efforts.

This role is for you if you...

- ✓ Are committed to supporting the residential construction industry serving Native communities in SD;
- ✓ Are a self-starter, who thrives working on your own;
- ✓ Are a bridge-builder, who can support connections between partners;
- ✓ Are comfortable working remotely;
- ✓ Have strong writing and communication skills;
- ✓ Have experience in program design and implementation; and
- ✓ Have a track record of moving ideas into action.

Primary responsibilities:

- Assist in designing our new Building Jobs, Building Homes Program
- Coordinate Building Jobs, Building Homes training activities
- Conduct outreach to potential applicants in South Dakota’s Native communities
- Provide support for training participants to help ensure that they successfully complete the training
- Assist in placement efforts upon completion of training
- Support tracking and reporting efforts



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Qualifications:

- Significant workforce development experience.
- Understanding of the construction field.
- Familiarity with different colleges, universities, and vo-tech programs in SD.
- Excellent communication, organizational, and problem-solving skills.
- Strong technology skills, including basic computer skills and the ability to use Word, Excel, PowerPoint and social media platforms.
- Understanding of community development and homeownership in a Native context.
- An ability to maintain a high level of energy, initiative, and interaction with staff and community at all times.
- College degree in related field.

Salary and Benefits

- Salary will be commensurate with experience. It is envisioned that the starting salary will range from \$40,000 to \$55,000.
- Benefits will be provided, including health care, dental care, vision, and retirement.