



Native Homeownership Coalition

www.sdnativehomeownershipcoalition.org

SDHNOC IS SEEKING A PROGRAM DIRECTOR

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 executive 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:

- Work with the Executive Committee to establish the structure of the new nonprofit organization, including the establishment of the Board of Directors.
- Manage the Coalition's organizational development process including incorporation and adoption of bylaws.
- Support the Coalition's Executive Committee, Steering Committee and eventually the newly created Board of Directors.
- Support the Coalition's volunteer working committees, in coordination with Coalition's consultant facilitators, including developing and tracking committee milestones and workplans, preparing committee call minutes, and preparing monthly reports.
- Provide grants management support.
- Oversee evaluation and impact tracking data collection efforts in coordination with evaluation consultant.



SOUTH DAKOTA
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Qualifications:

- Strong program 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 are preferred.
- 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.

Logistical information:

- The Program Director 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 Program Director will transition to be an employee of the new organization.
- Indian hiring preference applies.

Salary and Benefits

- Salary will be commensurate with experience. It is envisioned that the starting salary will range from \$55,000 - \$65,000.
- Benefits will be provided, including health and dental care.

To apply:

Please send a cover letter and resume by April 16, 2021 to:
Tawney Brunsch, Executive Director
Lakota Funds
P.O. Box 340
Kyle, SD 57752
Email: tbrunsch@lakotafunds.org

This position will remain open until filled.