



## *Director of Grants*

Job Status: Full-time

Classification: Exempt

Reports to: Vice President of Advancement

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The mission of Red Cloud Indian School (RCIS), a Catholic Institution administered by the Jesuits and the Lakota People, is to develop and grow as a vibrant Church, through an education of the mind and spirit that promotes the values of the Lakota Culture. We strive to educate both the minds and the hearts of the 600 Lakota students we serve, developing the Lakota leaders of tomorrow who will become agents of social change on the Pine Ridge Indian Reservation. Additionally, we minister to the needs of the students' families through ten churches across the Reservation, and we provide cultural education, heritage tourism, and economic development through a vast collection of Native art at The Heritage Center.

The Director of Grants is an integral leadership position to ensure the success of Red Cloud Indian School's advancement efforts. Specifically s/he leads the management of Red Cloud's current portfolio of 200 institutional grantmakers and Red Cloud's efforts to identify, cultivate and steward funding opportunities from additional funders, including private foundations, corporations, public and government agencies. S/he will manage the preparing, writing, submitting and tracking of all grant writing proposals and stewardship materials for all institutional funders. Additionally, S/he will be directly responsible for a large portfolio of education, arts, and general operating-related grants and proactively prepare, write, submit, and track all grant writing proposals, reporting deliverables and stewardship materials for these funders.

Other responsibilities include collaborating with Red Cloud leadership and program departments on an overall funding strategy, including the implementation of Red Cloud's strategic plan, general support and capital needs during a time of rapid growth and high stakes expectations. This position will manage at least one Grants Officer and a Development Associate.

This position will report to the Vice President for Advancement and will work closely with the other members of the grants team.

### **Essential job functions**

Funder Prospecting, Cultivation and Management



- Design, implement and manage a comprehensive proactive development plan focused on expanding and enhancing corporate, foundation and public agency relationships. Oversee the identification, cultivation, solicitation and stewardship strategies for all prospects.
- Lead and manage team efforts to develop and sustain long term partnerships with institutional funders that will result in funding for the immediate and long term goals of Red Cloud.
- Stay abreast of emerging giving trends in education, religion, and the arts in the corporate, foundation and public sectors.
- Work with the Offices of Advancement and Communications to devise new ways to recognize donors and forge new partnerships.

#### Proposal Development and Reporting

- Oversee the development of competitive and compelling requests for funding including the production of letters of inquiry, concept papers, proposals and grant applications to foundation, federal and corporate funding sources.
- Work closely with the Red Cloud leadership and program staff to develop content for all levels of institutional funders.
- Manage a high quality stewardship process for active corporate and foundation prospects including a regular schedule of contacts, meetings and interactions with Major Gift Officers, leadership and staff.
- Manage systems to ensure completion and delivery of reports to funders, working with program staff to develop content for narrative and financial reports on deadline. Maintain detailed records of proposal submissions, stewardship and reporting activities.

#### Other Responsibilities

- Set and monitor annual revenue targets for institutional grantmaking revenue, develop regular updates on grantmaking revenue for Advancement, leadership and the Board of Directors.
- Work closely with Advancement, Red Cloud leadership and program departments on an overall funding strategy including implementation of Red Cloud's strategic plan, general support and capital needs. Coordinate activities with other development efforts to maximize gift potential.
- Serve as a primary team liaison with program and finance staff to increase Red Cloud's internal capacity to more effectively manage the entire grants pipeline.
- Manage a twelve month schedule for all Grants Officer's portfolios of existing obligations; current, new or lapsed prospect grant application deadlines; stewardship activities; reports; and other grants development activities needed throughout the fiscal year.
- Develop and maintain planning tools in conjunction with the overall grants development effort and Advancement office.
- Make effective use of Red Cloud's records management resources to ensure appropriate records management of all funders and prospects.
- Manage at least one Grants Officer and work closely with a Development Associate.
- Ability to manage external contractors as needed.



**Accountabilities:** To perform this job successfully, the employee must perform the above duties completely and satisfactorily, meeting deadlines and being progressive in advancement efforts. A qualified individual is one who can perform the essential functions of the position.

**Preferred requirements:** Proven experience with at five to seven years in fundraising through grants management, preferably in the field(s) of education and/or arts, and in cultivating and soliciting prospects capable of five-, six-, and seven-figure gifts. Demonstrated administration of database and records management, including policy and process development, reporting, and maintenance. Ability to work on campus full time.

**Specific requirements:**

- Bachelor's degree required.
- At least five years of experience in grants development and management, in positions of progressive responsibility. Demonstrated success in strategic planning, proposal development and donor solicitation, gift closing and stewardship. Ability to cultivate proactive relationships with potential funders. Track record of participating in federal grants strongly preferred.
- Strong strategic, analytical and project management skills with a demonstrated ability to take primary responsibility for a diverse number of projects and to complete them in a timely manner with limited supervision.
- Demonstrated experience with planning, implementing, and monitoring budgets with programs and financial administrators.
- Demonstrated knowledge of current trends in corporate, foundation, and public agencies' funding and the methods, practices and procedures for obtaining information about their giving programs.
- Ability to serve as an effective ambassador for the organization with external and internal constituencies and to initiate and build relationships with prospective donors, interact via telephone and in person with institutional representatives, and speak publicly to group audiences.
- Excellent communication and writing skills with a strong ability to articulate the organization's mission, program objectives, and resource needs persuasively to potential donors.
- Superb networking, teamwork, negotiation/conflict resolution and interpersonal/diplomatic skills with the ability to work effectively with multiple, culturally diverse stakeholders to achieve a common goal.
- High level of maturity and motivation, with a firm commitment and ability to develop high-quality and time-sensitive work products.
- Demonstrated knowledge of current trends in corporate, foundation, and public agencies' funding and the methods, practices and procedures for obtaining information about their giving programs.
- Nonprofit capacity building experience strongly preferred in the areas of program development, financial management, grants management, impact measurement, and data analysis.
- Demonstrated management of database and records. Familiarity with Raisers Edge preferred.
- Ability to travel domestically as needed.
- Experience in education, arts, and/or facilities campaigns strongly desired; interest in social justice strongly desirable.



**Physical requirements:** Ability to sit at a desk and use a personal computer, telephone or other desktop office equipment—85% of work time, walking—10% of work time, bending at the waist and lifting less than 5 lbs.—3% of work time, bending at the waist and lifting 5-15 lbs. 2% of work time. Ability to travel on public transportation.

**Compensation and Benefits:**

Red Cloud Indian School offers a competitive benefits and compensation package including a generous PTO program, 401k, Health, Dental and Vision plans. Starting salary range for this position is \$50,000-\$70,000, commensurate with experience.

**Certification:** I have read and understand the preceding job duties, specifications, requirements, and accountabilities, and agree to execute the same in a manner that promotes equality of opportunity, dignity and due respect for all, consistent with the Mission of the Red Cloud Indian School, Inc.

**To Apply:**

send completed application and materials to  
Brenda Bad Heart Bull, Director of Human Resources  
Red Cloud Indian School  
100 Mission Drive  
Pine Ridge, SD 57770  
email: [brendabadheartbull@redcloudschool.org](mailto:brendabadheartbull@redcloudschool.org)