



Grants and Institutional Giving Officer

Department: Advancement
Supervisor: Vice President for Strategy and Operations
Status: Full-Time
Classification: Exempt

MISSION

The mission of Red Cloud Indian School, Inc. (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.

RCIS includes two elementary schools, a high school, The Heritage Center, and ten churches on Pine Ridge Indian Reservation in southwestern South Dakota. By integrating both Lakota culture and heritage with spiritual beliefs and practices from the Lakota and Catholic traditions, RCIS aims to educate both the mind and the heart of its students, parishioners, and staff, creating leaders of tomorrow with competence, conscience, and compassion.

Position Summary:

The Grants Officer is an integral position to ensure the success of RCIS' advancement efforts. In coordination with the grants team, the Grants Officer will manage several relationships in Red Cloud's current portfolio of 200 grantmakers, and you will work in partnership with Red Cloud's leadership to identify, cultivate, and steward funding opportunities from additional funders, including private foundations, corporations, and public agencies.

You will manage 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. You will work also in partnership with Red Cloud's leadership to identify, cultivate, and steward funding opportunities from additional funders, including private foundations, corporations, and public agencies. Other primary responsibilities include supporting 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 expectations.

The Officer will be on-site at Red Cloud Indian School a determined amount of time in the fall, spring, and summer (approximately three weeks in total), but may otherwise work off-site.

I. Essential Job Functions:

Proposal Development & Reporting and Donor Stewardship

- Actively collaborate in short- and long-range development planning activities to create and implement fundraising goals and objectives.
- Manage several grants in their entirety to develop and strengthen existing and new relationships with institutional funders



- Manage multiple materials in a timely fashion under strict deadlines and in conjunction with the appropriate staff at Red Cloud, including the President's office, program staff, and the Business Office.
- Actively support several high-profile funding partnerships and others as determined by supervisor.
- Oversee the development of a large portfolio of competitive and compelling requests for funding, including the production of letters of inquiry, concept papers, proposals, budgets, and all reporting to institutional funding sources.
- Conduct prospect research to expand and enhance corporate, foundation, and public agency relationships and oversee solicitation and stewardship of specific prospects. Lead management of prospecting activities for the grants team.
- Make effective use of Red Cloud Indian School's records management resources to ensure appropriate records management of donors and prospects.
- Stay abreast of emerging giving trends in education, religion, and the arts in the corporate, foundation, and public sectors.
- Visit and communicate with foundations, government agencies, or corporations as needed.

Other Leadership and Administrative Responsibilities

- Work closely with Red Cloud's Advancement team, leadership, and program departments on an overall funding strategy, including the implementation of Red Cloud's strategic plan, general support, and capital needs. Coordinate activities with other advancement 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 your portfolio's data and gift management with onsite staff.
- Participate in grants tracking and analysis to meet fundraising goals and objectives.
- Work closely with grants team to ensure timeliness of all deliverables.
- Other duties as assigned.

II. Job Qualifications:

Required Education and Experience

- Bachelor's degree required.
- At least 2 years of intensive experience in grants management preferred managing multiple grants at once with demonstrated success in programmatic planning, budget development, proposal development, and donor solicitation, stewardship, and prospect management.
- Strong strategic, analytical and project management skills that reflect a demonstrated ability to take primary responsibility for diverse number of projects and to complete them in a timely manner with limited supervision.
- Excellent communication and writing skills that reflect an ability to gather, understand, and synthesize information from a variety of sources and articulate the organization's mission, program objectives, and resource needs persuasively to potential donors.
- Demonstrated experience with planning, implementing, and monitoring budgets with programs and financial administrators.
- Ability to serve as an effective ambassador for the organization with external constituencies that reflect an aptitude to initiate and build relationships with prospective donors, interact via telephone and in person with institutional representatives, and speak publicly to group audiences.
- 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.
- Advanced technical skills, demonstrating proficiency in Microsoft Office products, Adobe Acrobat, and databases.
- Ability to travel domestically, as needed.

Preferred and Desired Qualifications

- Proven experience with at least 2-4 years in fundraising through grants management, preferably in the fields of education or



social justice, and in cultivating and soliciting prospects capable of five-, six-, and seven-figure gifts.

- Track record of participating in federal grants is preferred.
- Demonstrated administration of database and records management, including budget development, policy and process development, reporting, and maintenance.
- Familiarity with Raisers Edge or a similar donor management system preferred.
- Experience in education, museums, and social justice strongly desirable.

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.

Open Til Filled

To Apply

Submit cover letter, resume and General Application with any supporting documents to:

Lisa Swallow, *Director of Human Resources*
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Pine Ridge, South Dakota 57770
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(605) 867-5491 ext. 2213