



## **Executive Director of the Heritage Center**

**Title:** Executive Director of the Heritage Center

**Supervisor:** The President

**Classification:** Exempt

**Job status:** Full-time

**Written by:** EVP

**Salary Range:** \$100,000 to \$115,000

---

### **Mission**

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

Maḥpíya Lúta | Red Cloud is conducting a nation-wide search for a dynamic, results-driven Executive Director of The Heritage Center on the Pine Ridge reservation in southwestern South Dakota. The Heritage Center transforms communities by sharing art that inspires broader perspectives, supports local and regional artists, while cultivating a compassionate future. The Heritage Center serves the region through innovative programming and learning opportunities for all ages.

This is a unique opportunity to serve as the lead officer of an institution that is poised for tremendous growth, furthering Maḥpíya Lúta | Red Cloud's mission which aims to integrate the Lakḥota and Catholic traditions and educate the hearts and minds of tomorrow's leaders. The new Executive Director will also lead the building of a state of the art building to house The Heritage Center's incredible collection. Construction begins summer 2023. All qualified applicants are encouraged to apply by Monday, April 1, 2023. Maḥpíya Lúta | Red Cloud is an Equal Opportunity Employer.

### **About The Heritage Center at Red Cloud**

The Heritage Center (THC) is one of the oldest cultural centers located on the homelands of the Oglala Lakḥota in South Dakota and houses a collection of more than 11,000 paintings, textiles, pottery, sculpture and historical items. The Heritage Center also serves as an economic engine on the reservation, supporting contemporary Lakḥota and Native American artists through exhibitions and art shows, as well as a vibrant gift shop and online store.

THC began in 1969 as the Red Cloud Indian Art Show and eventually grew into a home for cultivating and exhibiting fine arts, opening its doors in 1982. Still operating in the historic brick



school building, originally constructed in 1888 by the Lakḥota people and Jesuit priests and brothers. Over 600 Lakḥota students attend 4 schools operated by Maḥpíya Lúta | Red Cloud, and more than 800 families are served through pastoral ministry programs across Pine Ridge.

Red Cloud is guided by an expansive strategic plan that outlines the framework for actively promoting Lakḥota and Catholic spiritualities and practices through education, arts and ministry. The marketing, programming and exhibition activities of The Heritage Center will be integral to revitalizing and celebrating cultural identity, enriching our community of artists, students, visitors, staff and local residents over the next 5 years and beyond.

To learn more about Maḥpíya Lúta | Red Cloud and The Heritage Center, visit [www.redcloudschool.org](http://www.redcloudschool.org)

## **About the Position**

The Executive Director (ED) is Maḥpíya Lúta | Red Cloud’s primary ambassador and chief fundraiser for The Heritage Center. The ED is responsible for the creation and implementation of strategic plans, including the expansion and diversification of its development programs, emphasizing membership, individual/major donors, planned giving, grant-writing, institutional partnerships, sponsorships, and the success of special events with both financial and relationship management goals. The ED holds significant internal and external relationship management responsibility, representing The Heritage Center at community events and museum functions. The Executive Director is a full-time, exempt position reporting directly to the President.

In concert with the President, the Executive Director serves as the Center’s chief spokesperson and advocate, building partnerships and collaborations that strengthen relationships with diverse communities and elevate the profile of the Center as well as awareness of the collection. A deep understanding of Lakḥota history is required, as is the ability to think “big picture” and apply basic business management skills to promote organizational growth.

## **Responsibilities and Duties**

### *Vision, Strategic Planning and Programming (25%)*

- Provides overall artistic vision and leadership for The Heritage Center, ensuring the design and delivery of high-quality, thoughtful programming that optimizes access to the collection and leverages partnerships in the community.
- Develops and directs initiatives to honor and sustain Lakḥota culture and arts as specified in The Heritage Center’s Strategic Plan.
- Promotes and strengthens economic development opportunities for Native artists.
- Ensures the continued stewardship of The Heritage Center’s collection and enhances it through strategic acquisition and preservation efforts.

### *Infrastructure Development and General Management (25%)*

- Strengthens the infrastructure and systems, including facilities, security, information technology, human resources, financial systems and collections management.



- Facilitates the development and management of a highly-skilled, cross-trained professional staff and inspires a spirit of collaboration and cohesion among staff at the across the schools, pastoral area and administration. Evaluates THC staff performance and recruits, hires and trains staff as necessary.
- Oversees all financial aspects of the Heritage Center and works with administration to formulate and monitor budgets, manage and forecast cash flow, ensure applicable sales tax is paid, and actively engage in ongoing financial analysis and planning.
- Ensures accurate record keeping of visitor traffic, volunteer hours and other business monitoring and planning metrics.
- Utilizes customer service skills and conflict resolution techniques to encourage cooperation and maintain positive working relationships among clients, vendors, staff and community members.

#### *Fundraising (25%)*

- Works in partnership with Maḥpíya Lúta | Red Cloud leadership and the Advancement Office to develop, implement and monitor a financial plan that identifies secured and projected funding sources for capital needs as well as general operations.
- Works in partnership with Maḥpíya Lúta | Red Cloud leadership and the Advancement Office to develop a strong case for philanthropic support for the Heritage Center and keeps Advancement staff apprised of new programmatic developments, challenges and opportunities.
- Works in partnership with Maḥpíya Lúta | Red Cloud leadership and the Advancement Office to identify, cultivate, solicit and steward foundation and individual donors.
- Develops and implements systems for effective grants management, including relevant outcome evaluation measures, qualitative and quantitative measures of success.
- Explores and develops earned income strategies for the Heritage Center, and maximizes revenue growth through the gift shop and online store.

#### *Public Relations and Communications (20%)*

- Serves as a primary spokesperson for the Heritage Center, articulates its vision and galvanizes internal and external stakeholders around that vision.
- Serves as a source and expert speaker/commentator for journalists and educators on topics related to Lakḥota art and the Center's history and programs.
- Positions the Heritage Center as an exciting cultural institution locally, regionally and nationally through active participation in peer learning groups, conferences, arts networks and funding communities.
- Ensures a positive visitor experience that fosters understanding of and interest in Native artists and art, especially Lakḥota artists and their communities.

#### *Board Relations and Governance (5%)*

- Attends Board meetings and serves as a liaison to The Heritage Center Committee of the Maḥpíya Lúta | Red Cloud Board.
- Supports the Committee Chair in the development of an active, engaged and informed Committee.
- Help the Committee Chair and President to identify and cultivate prospective Board and Committee members.



- Engage the Committee and the Red Cloud Board in essential strategic planning, policy development, goal-setting and oversight activities.

### **Qualifications**

- A track record of engaging donors, community leaders, artists, curators, and educators.
- Thorough knowledge of Native art and culture, with a demonstrated understanding of and respect for the diverse communities served and represented by the Center.
- General knowledge of best practices in business accountability and nonprofit management, including finance, human resources, and information technology.
- Working knowledge of the processes and procedures used in the operations of museums or other cultural settings, including curatorial practices and marketing.
- Ability and/or strong willingness to actively raise philanthropic support for the Center.
- Demonstrated organizational and communications skills.
- Experience leading people and teams in delivering desired qualitative and quantitative results.
- Ability and willingness to travel up to 15% of the time, or as frequently as is required to fulfill the responsibilities and duties listed above.
- Skilled in the application of technology to drive efficiency, revenue and reach, especially point-of-sale software.
- Proficient in the Microsoft Office suite including Word, Excel and PowerPoint.

### **Education and Experience**

- A Bachelor's degree is required in museum studies, fine art, arts or business administration, Native American studies or a related field.
- Master's degree preferred.
- Minimum of 5 years of experience in management, with demonstrated success in resource generation and audience engagement.

### **Working Conditions and Physical Requirements**

This position is based at The Heritage Center on the Maḥpíya Lúta | Red Cloud campus on the Pine Ridge reservation in southwestern South Dakota. The Executive Director will be required to work occasional nights and weekends, and be on-call as lead officer of The Heritage Center.

Physical requirements include the following:

- Ability to remain seated in a normal position for long periods of time.
- Ability to stand for long periods of time.
- Ability to move about.
- Ability to climb stairs and/or ladders.
- Ability to maintain balance while walking, standing, or crouching.
- Ability to stoop, kneel, and crouch.
- Ability to reach up and out with hands and arms.
- Ability to talk and hear; verbally express information or instructions.
- Ability to use hands to grasp objects, type, pick up objects, move objects, or hold objects.
- Ability to lift up to 35 pounds and carry a distance of 10 feet.
- Ability to push and/or pull up to 35 pounds a distance of 10 feet.



**How to Apply**

Send electronic copies of a cover letter, resume and at least 3 professional references to no later than April 1, 2023 to

Brenda Bad Heart Bull, Executive Director of Human Resources

Maḥpíya Lúta | Red Cloud

100 Mission Drive

Pine Ridge, SD 57770

[brendabadheartbull@redcloudschool.org](mailto:brendabadheartbull@redcloudschool.org)