



Sinte Gleska University

SICANGU LAKOTA OYATE

PO Box 105, Mission SD 57555-0105

Telephone : (605)-856-8100

www.Sintegleska.edu

ACCREDITED BY
THE HIGHER LEARNING COMMISSION - 1983
RECOGNIZED AS A1994
TRIBAL LAND GRANT INSTITUTION

ESTABLISHED DECEMBER 1970

POSITION DESCRIPTION

Position : Development Office Director	Department : Planning & Development
Supervisor : Executive Vice President	Contract : 12 months - Salaried

Job Summary:

Sinte Gleska University will re-establish an Office of Development under the supervision of the Executive Vice President with institutional planning and development activities. In consultation with the SGU President and Executive management Team, a new **Development Office Director** position will be employed to organize the Office of Development. The existing staff of the SGU Institutional Advancement will be integrated into an Office of Development to maintain existing donor relations and to provide administrative support of new institutional fund-raising endeavors. The office will serve as a repository for key institutional planning documents, funding proposals and reports.

Duties & Responsibilities:

1. Serve as the primary team leader for the assessment of institutional needs, and for the planning and implementation of a sound development plan leading to the successful procurement and acquisition of financial, physical and human resources.
2. Supervise administrative support staff during day-to-day operations and interact with institutional departments and committees to support and carry out functions of the Office of Development.
3. Identification of prospective funding sources in Tribal, public (federal and state) and private (foundations and industry) sectors.
4. Oversee the cultivation and management of institutional relations with benefactors, corporations, foundations, and donors. This includes the development of institutional annual reports in January of each year.
5. Oversee institutional data collection, management, and analyses.
6. Facilitate the development and submission of concept papers, fund-raising proposals, and grant applications, internally and with approved consultants.
7. Assist with marketing and branding, and with institutional outreach activities leading to establishing and sustaining partnerships and collaborations for program development, resource development, and inter-organizational collaborations.
8. Conduct formative and summative evaluations of development office activities to ensure professionalism, efficiency, successful achievement of fund-raising goals, and effective return on investment.

9. Participate in institutional committees, university events and functions, and other meetings as directed and authorized. Act as member of investment committee.
10. Performing other duties as assigned.

Supervisory/Work Conditions:

The SGU Development Office Director will supervise administrative support staff on a day-to-day basis to carry-out office functions during the hours of 8:00 am to 5:00 pm. Development Office activities will entail some travel to attend meetings and to coordinate public relations. Evening and week-end hours may be required for institutional promotional and fund-raising events.

Minimum Qualifications & Experience:

The successful candidate will have at minimum a bachelor's degree, master's degree preferred, from an accredited institution of higher education. A prospective candidate will have a minimum of five (5) years of administration in a higher education setting; experience working with promotional and fund-raising activities; and familiarity with the nature of philanthropy, ethics, and standard fund-raising techniques. Experience in writing federal grant proposals is highly desirable. The successful applicant will have exemplary oral, writing and general communications skills, and will be very familiar with basic office technologies. He/she will be self-motivated to organize and implement program initiatives with minimal supervision in a timely manner.

Skills:

The SGU Development Office Director will work in a team-oriented department and engage collegially with colleagues, staff, and members of administration. This individual must possess cultural competencies with reference to working with Lakota and/or Native American people, Tribal organizations and education within reservation boundaries.

Confidentiality:

The SGU Development Office Director agrees to maintain strict confidentiality regarding FERPA, HIPAA, and the contents of all Sinte Gleska University correspondence, student records, personnel files and fiscal data.

Additional Information:

Sinte Gleska University does not discriminate on the basis of race, color, national origin, sex, religious preference, age, handicap, marital status, political preference, or membership or non-membership in an employee organization, except as allowed by the Indian preference provision of the Civil Rights Act of 1964, as amended.

The SGU Development Office Director is responsible for ensuring that his/her personnel file is current with regard to official evidence of educational qualifications and experiences. Failure to do so prior to start of the contract year may result in not receiving compensation commensurate with claimed advancement in promotional steps.

To apply submit a completed SGU job application with a copy of your HS Diploma or equivalent, Resume, Transcripts, Verification of College Degree(s), Certificates, Driver License, Tribal ID or abstract. Submit completed application with attachments to the HR Department. For further information contact Vijayakumar Chebrolu, Human Resource Director @ SGU Administration Building or call 605-856-8261/email Vijayakumar.chebrolu@sintegleska.edu. Applications are available on the SGU website under job opportunities. The position is open until filled. Incomplete applications will not be considered.

Updated: August 28, 2023