



Nueta Hidatsa Sahnish College

Position Description

POSITION: Director of Grants and Institutional Advancement **CLASSIFICATION:** Regular, Full-Time
DEPARTMENT: Development; Administration **FLSA STATUS:** Exempt
ACCOUNTABLE TO: President **PAY RANGE:**
LOCATION: New Town, ND Campus

POSITION SUMMARY:

This administrative position has three primary responsibilities: (i) Overseeing and coordinating compliance with grant provisions, agency regulations and Nueta Hidatsa Sahnish College (“NHSC”) policies and procedures, including completing financial reports, grant invoices, and drawdowns; (ii) serving as the team lead for grant procurement, which includes identifying, applying for and acquiring financial grants from federal and state sources that align with NHSC’s mission and vision; and (iii) supporting and working with the President to raise funds from the private sector and fund-raising endeavors while maintaining positive relationships with alumni, donors, potential donors, and the community.

DIRECT REPORTS: None.

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:

- **Grant Compliance:** This position will work with Business Office and Principal Investigators and/or Program Directors to provide administrative management and fiscal oversight for grant compliance regulations to ensure successful implementation of all grant requirements. It is necessary to work with all departments and be in communication in order to correctly utilize and leverage grant resources (human and fiscal). It is imperative that the position be familiar with Uniform Guidance, as well as each funding source’s rules and regulations and communicate those to NHSC Administration and Principal Investigators, Program Directors, and other grant staff.
- **Grant Procurement:** This position will serve as the team lead for grant procurement (identifying, applying and acquiring financial grants from federal and state sources); Provide expert advice and counsel on grant term compliance and administration; Exercise delegated authority in areas of responsibility (e.g., grant submission, interface with granting agencies, final arbiter on grant compliance issues within NHSC). The Director of Grants & Institutional Advancement will be the point person from NHSC to submit grants on grants.gov, fastlane.gov, and all other submission methods/websites. In order to be successful, the position must work with staff and faculty from all NHSC departments.
- **Institutional Advancement:** The position will work with the President to develop, implement and evaluate a comprehensive Institutional Advancement program for annual donations, major gifts, planned gifts, and capital campaigns targeting individual, corporate, and foundation donors. This may include organizing fundraising events and developing and maintaining a strategy to ensure appropriate donor recognition and donor database.
- **Administration:** The position must assure compliance with all NHSC policies and procedures; Exercise delegated authority in areas of grant and advancement compliance; Interface with all NHSC Departments to assure fulfillment of grant responsibilities and observance of

- fundraising functions. This includes working directly with the President and Board of Directors to ascertain funding priorities, objectives, and methodology.
- **Representation:** The position must ascertain each granting agency's conditions and guidelines by attending meetings, workshops, or working with funding officers as necessary. This includes webinars and distance learning as well. In addition, this position may be responsible to represent and act for NHSC while meeting with alumni and potential donors. In order to successfully exemplify NHSC's mission, vision, and values, the Director of Grants & Institutional Advancement must be extremely knowledgeable and familiar with the College, its academic programs, its strategic plan, and its fundraising objectives.
 - Comply with all NHSC policies, procedures, practices, and regulations.
 - Perform all other duties as assigned by the President and Board of Directors.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

Knowledge: Must have knowledge of all NHSC fund granting agencies and their specific requirements of grant execution; Experience in a higher education environment, specifically Nueta Hidatsa Sahnish College is helpful; Familiarity with Uniform Guidance and Capital Campaign methodology; Strong working knowledge of computer software [Word, Excel, PowerPoint, Jenzabar]; Knowledge of Mandan, Hidatsa, and Arikara cultures.

Skills: Must have exceptional written, verbal, and interpersonal communication skills; Must be able to multi-task; Must be able to build relationships with governmental agencies, and individual, corporate, and foundation donors.

Abilities: Must exhibit excellent leadership ability; Must be able to perform assigned duties with minimal supervision; Must be able to establish effective working relationships with staff and the Tribal community; Must be timeline oriented and pay strict attention to detail.

REQUIRED EDUCATION & EXPERIENCE:

Minimum Qualifications: Master's Degree, preferably in Organizational Development or Business Administration; At least five (5) years' experience as successful, education or grant administrator with familiarity of grants and capital campaign fundraising.

Preferred Qualifications: Doctorate Degree with at least ten (10) years' experience as chief fundraiser, grant writer, and/or grant administrator at accredited university or college, preferably at a Native American Tribal College.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

Work Environment: The functions of this position are primarily performed in an office environment; Position occasionally requires the employee to speak in a meeting, conference, or training setting. Frequent travel may be required for the cultivation, solicitation, and stewardship of major prospective and previous donors.

Physical Demands: While performing the functions of this position, the employee is required to speak, hear, and see, including close vision at a computer terminal. The employee is often

required to sit and use hands and fingers to handle, write, or key stroke. The employee is frequently required to stand, walk, and reach when accessing physical files.

[The foregoing physical demands and work environment are representative of those which must be met to perform the essential functions of this position; however, reasonable accommodation may be available to enable individuals with disabilities to perform the essential functions of this position.]

Application Procedures:

For further information about the position it is available from Human Resources at (701) 627-8016.

Interested applicants must submit a complete application. A complete application consists of a NHSC application form from NHSC web site www.nhsc.edu , cover letter, resume, and copies of transcripts and three letters of recommendation.

Applications must be complete to be considered. Preference will be given to Indian applicants and Veterans, but must be documented with proper forms in application. Applications can be mailed attention to:

Jeremy Lewis, Comptroller
Nueta Hidatsa Sahnish College
P. O. Box 490
New Town, ND 58763

jlewis@nhsc.edu

The Nueta Hidatsa Sahnish College does not discriminate on the basis of race, color, national origin, sex, handicap, age or religion in its education programs/activities and employment policies/practices.