



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

www.sittingbull.edu

701.854.8000

EMPLOYMENT OPPORTUNITIES

Closing Date: **Until Filled**
POSITION TITLE: Development Director
LOCATION: Sitting Bull College
Fort Yates, ND
SALARY: Administrative, Level IV (Exempt)
SUPERVISION: President

SUMMARY OF WORK:

The Development Director will be responsible for assisting the College with increasing capability through the development of fund-raising strategies including the offerings of Continuing Education Units for the College.

DUTIES AND RESPONSIBILITIES:

1. Assist the President with the development of fundraising activities, including a capital campaign.
2. Develop relations with the corporate foundations, private foundations and federal agencies for possible contributions to capital campaign.
3. Maintain a computerized data base program for record keeping of names and addresses of potential donors and friends of the college.
4. Maintain a donor recognition program.
5. Research possible grant proposals to appropriate agencies for funding of capital construction and present to Governance Committee for submission.
6. Train volunteers and interested staff in fund raising techniques.
7. Design and develop publications and case statements to support an annual giving campaigns and capital campaign activities.
8. Write and disseminate press releases for President as needed.
9. Coordinates all aspects of the continuing education department.
10. Coordinate and disseminate special training program information.
11. Work with business/industry to develop partnerships to design special training programs.
12. Insure proper documentation is maintained for special training programs.
13. Develop an annual calendar for special trainings.
14. Develop a database and other appropriate files for special trainings and enter appropriate information into Jenzabar.
15. Submit quarterly reports to President and Board of Trustees.
16. Provide friendly, helpful customer service to students, clients and visitors.
17. Assists guests by providing information about Sitting Bull College and guiding tours of the campus.
18. Attend all scheduled college functions and meetings as required.
19. Serve on college committees as appointed.
20. Promote and participate in student and community activities. (i.e. clubs, AIHEC, cultural events, volunteerism.)
21. Promote Sitting Bull College.

QUALIFICATIONS:

1. Bachelor's degree required, Master's preferred in business or public relations.
2. Must possess a strong background in organizational management and fundraising.
3. Must be able to communicate effectively with others.
4. Must have excellent writing skills.

New hires are subject to Federal, State, Tribal background checks and pre-employment drug/alcohol testing. AA * EEO * M * F * V Employer

Please submit: Cover letter, Resume, official transcripts, 3 current reference letters signed and dated (1 from immediate supervisor), certificate of Indian blood (if applicable), copy of Social Security Card & Valid driver's license & SBC Background check to:

Personnel Office Sitting Bull College 9299 HWY 24 Fort Yates, ND 58538 (701)854-8004

Any applicant not having the above documents enclosed will not be considered