



# Lower Sioux Indian Community in the State of Minnesota

P.O. Box 308 • 39527 Reservation Highway 1

Morton, MN 56270

*Cansayapi Otunwe*

## Lower Sioux Indian Community

### CDFI Executive Director - Job Description

**Title:** CDFI Executive Director

**Salary Range:** Salary based on experience

**Classification:** Exempt

**Employment Type:** Full Time

**Department:** Community Development Financial Institute (CDFI)

#### **Background:**

*Lower Sioux is transitioning Dakota Futures, Inc. (DFI) into a Native Community Development Financial Institute (CDFI). To guide this transition, the Lower Sioux Tribal Council commissioned and adopted a Business Plan for the new CDFI in January 2022. The Executive Director will use this Business Plan to guide the launch of the new CDFI.*

*As a Native CDFI our vision is that Lower Sioux's tribal economy is a thriving generative cycle of giving and receiving that nurtures and strengthens the economic vitality and long-term financial well-being of members, families, the Community, and the region*

*The mission of the organization is to be a trusted financial partner of LSIC, its members and the investment area that it serves. During the 1-3 years of formation, the organization will serve an investment area that encompasses a 50-mile radius around Lower Sioux Indian Community. If it serves the growth and sustainability goals of the organization, a larger investment area may be considered, and the by-laws adjusted and approved in accordance.*

*The purpose of the organization is to contribute to individual and community economic independency by increasing access to appropriate credit for small business, housing, and personal asset development. In fulfillment of its purpose and mission, the organization will operate with two primary functions: (1) as a lender and (2) as a community / economic developer.*

*The organization is structured as a separate 501(c)(3) non-profit organization incorporated in the State of Minnesota, in compliance with LSIC Business Code and Tribal Court. The operations of the organization will be directed and overseen by a 5-to-7-member Board of Directors who will contribute to the long-*

*term success and growth of the organization. Board Members will be identified according to a board matrix to ensure that the development and operational skills needs of the organization are met.*

*The non-profit corporation will develop lending, fiscal management, and personnel policies to meet the requirements of certification as a Community Development Financial Institution (CDFI) from the US Treasury. At the time of incorporation, the organization will also establish itself via its articles of incorporation to act in the capacity of a Community Development Corporation (CDC.)*

### **CDFI Executive Director Duties and Responsibilities**

- This is an all new position for and at Lower Sioux. The CDFI Executive Director serves as chief administrative/executive officer of the CDFI for the Board of Directors, overseeing all day-to-day administration and management of operations, as well as the long-range strategy and program development for the growth. This position:
- Directs development and certification of the CDFI, including staffing and capitalization of the organization, the development of mortgage-loan and other loan products, and the development of a CDFI homeownership counseling program.
- Implements the mission and primary goals of the organization on behalf of and in cooperation with the Board of Directors.
- Represents the corporation in accordance with the policies and goals of the organization in matters that affect homeownership, community organization, entrepreneurship, economic development, and LSIC Nation-related programs and projects affecting the CDFI.
- Serves as the executive director of the CDFI, overseeing all day-to-day administration and routine work of the CDFI.
- Recommends policies and projects to the Board of Directors
- Negotiates contracts on behalf of the CDFI in accordance with CDFI policies and guidelines.
- Directs the work of the full- and part-time employees of the CDFI and evaluates their performance and recommends personnel actions to the Board of Directors
- Recommends the establishment, abolishment and/or reclassification of staff positions.
- Develops recommendations for long-term CDFI strategic plan through and with the Board of Directors
- Serves as the chief spokesperson for the CDFI for media and other forums.
- Coordinates CDFI newsletter, direct mail, and e-mail that will provide communication with clients, donors and support network.
- Develops outreach and builds strong working relationships with individuals in nonprofit organizations, universities, Indian programs, private foundations, and local, state and federal government who have an impact or influence on homeownership and entrepreneurship, especially in the LSIC service area.
- Prepares reports as requested by the Board of Directors.
- Attends other meetings, trainings, seminars and conferences as necessary.
- Perform other duties as assigned by the Board of Directors.

## **Supervisory Relationships**

Direct supervisor of all employees in the CDFI Division.

### **Qualification:**

- Master's degree in Business Administration, Management, or Public Policy preferred, or an equal amount of time of demonstrated leadership and administrative capability in the for-profit or non-profit arena, preferably dealing with homeownership/economic/community development in rural and tribally controlled areas.
- Bachelors required. Minimum of two years in former management capacity at a mortgage lender (bank or non-bank).
- Experience in analyzing and recommending mortgage-loan decisions.
- Expertise in a variety of credit and/or equity-capital types.
- Has designed or provided basic financial or home-loan education to potential homeowners.
- Preferred is a record of success at start-up and development of a CDFI or related organization, for a Native American government or agency.
- Three-five years' project management and/or leadership experience.
- Ability to Administer private, nonprofit service organizations, including an understanding of the legal responsibilities and constraints of such organizations.
- Ability to obtain and manage external grants, contracts, and donations.
- Ability in the area of communication skills including strong writing, speaking, and listening skills.
- Ability to lead meetings and delegate responsibilities.
- Ability to manage office staff.
- Ability to establish and maintain effective working relationships with tribal, federal, state, regional and local agencies/organizations, community leaders, and the general public.
- Ability to work with people from varied cultural, economic, and educational backgrounds through the various curriculum and services provided by the organization, specifically Native American communities, and tribal members.
- Knowledge of the principles and practices of effective public relations and marketing.
- Skill in the use of computers and commonly used office software.
- Skill in developing short- and long-range plans.
- Skill in team-building and cross-cultural communication and interaction.
- Maintain a valid Minnesota driver's license, reliable transportation, and adequate auto insurance as required by State law.
- Successful candidates will be required to pass a criminal background investigation and prior to beginning employment.

**Disclaimer**

This is not necessarily an exhaustive list of all the responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management and Community Tribal Council reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs or technical developments).

In accepting employment, I am agreeing to perform the duties and responsibilities listed above. In addition, I agree to adhere to any policy or procedure changes that may occur during my employment with the Lower Sioux Indian Community.

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_