



## **JOB DESCRIPTION: Sicangu Innovation Center Coordinator**

Employer:	Rosebud Economic Development Corporation (REDCO)
Position:	Sicangu Innovation Center Coordinator & Project Manager
Reports to:	Managing Director, Sicangu Community Development Corporation
Classification:	Salaried, Full Time, Permanent, Exempt

### **Background**

The Sicangu Innovation Center (SIC) will be a flexible, multipurpose facility designed to support and enhance the socioeconomic landscape of the Sicangu Lakota Oyate (Rosebud Sioux Tribe). The SIC will sit at the heart of the 590-acre Keya Wakpala Woíçageyapi (Turtle Creek Regenerative Development (KWW)), located just west of the town of Mission, South Dakota, the commercial hub of the Rosebud Reservation. Encompassing a building—or linked buildings—of 45,000 to 50,000 total square feet, as well as extensive outdoor market and gathering space(s), the proposed SIC is envisioned to accommodate a wide range of programs and uses furthering economic development, entrepreneurship, and community-based initiatives and services.

### **Job Summary**

The Sicangu Innovation Center Coordinator will play several key roles in the next phases of planning and development for this exciting SIC project, including overseeing key aspects of pre-development work, such as architectural and civil engineering design, and driving forward the vision for SIC programs and operations. The SIC Coordinator will work with a dedicated team of Sicangu Co\* executives, program managers, staff and consultants to accomplish the goals and roadmap clearly outlined in the recently completed SIC Feasibility Study.

\**Sicangu Co* is the name of the economic development ecosystem of the Sicangu Lakota Oyate. It includes the nonprofit *Sicangu Community Development Corporation*, the nonprofit Community Development Finance Institution (CDFI) *Tatanka Funds* and *Rosebud Economic Development Corporation (REDCO)*, a Tribal entity.

### **Responsibilities & Duties**

- Develop deep familiarity with the Sicangu Co ecosystem, the Keya Wakpala project as a whole, and the history of and vision for the SIC through existing documentation and by participating in conversations and meetings with key stakeholders
- Develop, coordinate, and manage written project plans for each of four main areas of responsibility: pre-development planning and execution; coordination of and communication with stakeholders (contractors, staff, executive team, grantors);



community outreach and engagement; incubator/workforce development programming and implementation.

- Develop and manage RFPs and contracts for architectural and civil engineering services
- Manage current and future grants and grant budgets; produce and submit timely reports as required by grantors.

## **Qualifications & Skills**

Required:

(Successful candidates will have all of these qualifications)

- [Bachelors degree and/or equivalent professional experience
- Excellent written and verbal communications skills
- Experience managing large, multi-faceted projects in a team setting
- Ability to multi-task, prioritize and meet timelines
- Self-motivated and able to work independently
- Experience leading a community-facing, community-based project
- Grants management experience, including timely reporting
- Strong computer skills including proficiency with Microsoft Word and Excel, and some experience with PowerPoint. Strong internet skills.
- Experience working with an Indigenous organization, project, or community
- Based in the vicinity of Mission or Rapid City, South Dakota or the willingness to relocate permanently. If Rapid City, able to work in-person in Mission a minimum of 50% of the time

Preferred:

(Successful candidates will have at least some of these qualifications)

- Familiarity with architectural and civil engineering design process
- Experience working with an Indigenous organization, project, or community
- Grant writing experience
- Experience with the RFP process: creating RFPs and managing the submission and selection process
- Familiarity with workforce development programming and training models

## **Compensation**

- Salary range \$60,000 to \$70,000 annually, depending on qualifications and experience
- Eligible for health insurance, retirement savings match and other benefits after 60 days of employment
- Generous paid time off for vacation, sickness and holidays
- Opportunities for professional development