



Wakpá Wašté Tǎ́čǎ Okǎ́ólakičhiye

Cheyenne River Youth Project®

www.lakotayouth.org

Chief Operating Officer

Position Description

The Chief Operating Officer (COO) is a highly motivated and experienced nonprofit professional dedicated to serving American Indian youth of the Cheyenne River Sioux Tribe. The COO plays a crucial role in overseeing the day-to-day operations of our organization, implementing strategies to achieve our mission, and ensuring the efficient and effective delivery of our programs and services. This is an exciting opportunity to make a significant impact in the lives of local Native youth and contribute to their overall well-being. Reporting to the Chief Executive Officer, the COO complements the CEO's primary focus of external matters such as fundraising, public relations, and maintaining and expanding partnerships. Together, the leadership team charts CRYP's future growth and strategic response to growing need for our services.

Essential Duties and Responsibilities

1. Leadership and Strategic Direction:
 - Manage the organization in the absence of the CEO as a direct supervisor of department leaders.
 - Collaborate with the CEO to develop and implement strategic plans that align with the organization's mission and goals.
 - Identify growth opportunities and develop strategies to expand the organization's reach and impact in serving American Indian youth.
 - Monitor progress towards strategic goals, make necessary adjustments to ensure successful outcomes, and regularly report to the CEO on implementation of strategic plans and program outcomes.
 - Manage Board of Directors activities such as meetings, minutes and quarterly reports.
2. Program Development and Management:
 - Oversee the development, implementation, and evaluation of programs and services that address the needs of American Indian youth.
 - Ensure programs are aligned with best practices, evidence-based approaches, and culturally sensitive methodologies.
 - Monitor program effectiveness, collect data, and utilize evaluation findings to drive program improvements.
3. Operational Management:
 - Provide leadership, guidance and direction to the organization's staff, promoting a positive and inclusive work environment.
 - Develop and implement operational policies and procedures to optimize organizational efficiency, including supervising staff and contractors who manage HR, finance, operations and program administration.
 - Collaborate with team members to establish performance metrics, set goals, and conduct regular performance evaluations.

For Cheyenne River, by Cheyenne River

- Lead recruitment and hiring of new employees; develop and maintain position descriptions; support skills and leadership development opportunities for all staff.
 - Oversee the management, maintenance and appropriate use of all facilities, including buildings and other physical assets.
 - Advise and support volunteer recruitment and coordination in partnership with staff.
 - Maintain a high-level knowledge of all components of the organization (program, operations, facilities) in order to be able to make key decisions in short timeframes and support staff and volunteers as needs arise.
4. Financial Management:
- Work closely with the finance team to develop and manage the organization's budget.
 - Monitor financial performance and record-keeping, identify areas of concern, and propose corrective actions.
 - Together with the CEO, develop and implement a comprehensive fund development plan that includes grants management, donor cultivation, and stewardship activities such as events; manage contract grant writer.
5. Partnership and Relationship Building:
- Cultivate and maintain strategic partnerships with key stakeholders, including tribal communities, government agencies, foundations, and other nonprofits.
 - Represent the organization at external events, conferences, and meetings to enhance visibility and networking opportunities.
 - Manage a communications contractor to increase public awareness of the organization through marketing, advertising, media relations and public relations.
6. Compliance and Reporting:
- Ensure compliance with all relevant laws, regulations, and funding requirements.
 - Prepare and submit reports to government agencies, foundations, and other stakeholders as required.
 - Monitor and maintain accurate records, ensuring data integrity and confidentiality.

Required Qualifications

- Bachelor's degree in a relevant field (e.g., nonprofit management, social work, education, business administration).
- A minimum of 3 years of progressively responsible leadership experience in a nonprofit organization, foundation or government agency – preferably in a role serving American Indian youth.
- Demonstrated understanding and appreciation for the cultural, social, and historical context of American Indian communities.
- Strong knowledge of nonprofit operations, including program development, financial management, and compliance.
- Excellent interpersonal and communication skills, with the ability to build relationships and work collaboratively with people from diverse backgrounds such as youth, elders, and for-profit, non-profit and tribal leaders.
- Proven experience in strategic planning, implementation, and performance management.

- Ability to analyze complex issues, think strategically, and make informed decisions.
- Grant writing and fundraising experience is desirable.
- Proficiency in using technology, including office productivity tools and database systems.
- Have or be willing to obtain a South Dakota driving license; ability to travel.
- Pass a criminal history background check.
- Pass a drug test.

Ideal Candidates

- Operate with excellence in mind in all matters and value problem solving.
- Possess outstanding communication and interpersonal skills.
- Work efficiently, are flexible and have good humor.
- Exercise tact and diplomacy.
- Possess spark, imagination and creativity.
- Are willing and able to serve as a positive role model to area youth and community.

Working Conditions

- This is a full-time, exempt position based at our organization's office, with occasional travel to attend meetings, conferences, and events.
- The position is located in Eagle Butte, South Dakota, close to schools, healthcare and shopping; CRYP can provide family-friendly housing if needed.
- The work environment is typically office-based.
- Occasional evening or weekend work may be required to attend events or meet deadlines.

Compensation

The salary range is \$65,000 to \$85,000 with strong potential for advancement to Chief Executive Officer. Benefits include:

- Health and dental insurance.
- Retirement plan - 401(k) with match.
- Paid time off that increases with longevity and includes personal time off, sick leave.
- Indigenous paid holiday schedule including floating days.
- Professional development assistance.
- Potential for relocation and housing assistance depending on individual situation.

CRYP values diversity, inclusivity, and equity. We strive to create a workplace where everyone feels valued, respected, and empowered to contribute their unique talents. We are committed to providing professional growth opportunities and a supportive work environment for our team members.

We encourage candidates who possess a combination of the desired qualifications, as well as a passion for our mission and a long-term commitment to serving American Indian youth, to apply. We understand that individuals may bring diverse experiences and perspectives that can contribute to our organization's

growth and success. We strongly encourage candidates who may not meet all the requirements but have relevant skills and a genuine interest in making a difference to submit their applications.

To apply, please submit your resume, cover letter, and references to Julie Garreau, Executive Director; julie.cryp@gmail.com. Please indicate "COO Position" in the subject of your email. Applications will be accepted on a rolling basis until the position is filled.