



Wakpá Wašté Tǎ́čča Okǎ́ólakičhiye
Cheyenne River Youth Project®

lakotayouth.org

Deputy Director

Position Title:	Deputy Director
Department:	Administration
Terms of Employment:	Full-time / Permanent / Salaried with Benefits
Supervisor:	Chief Executive Officer
Compensation:	DOE

ABOUT CHEYENNE RIVER YOUTH PROJECT

The Cheyenne River Youth Project has been dedicated to serving the youth of our community since 1988. We are looking for passionate individuals with a variety of experiences and skill sets to join our team. Whether you come from a background in youth development, social services, agriculture, the arts, or another field entirely, what matters most is your commitment to making a difference in the lives of young people.

All candidates must be substance-use free. We are committed to investing in our staff—if you are willing to learn, we are willing to teach the skills you need to succeed.

Our Mission

The Cheyenne River Youth Project is dedicated to giving our Lakota youth and families access to the culturally relevant, enriching, and enduring opportunities we need to build stronger, healthier communities and a more vibrant future together.

Our History

The Cheyenne River Youth Project was founded in January 1988 to address the community's need for more services that support struggling children and their families. Originally housed in a defunct bar on Eagle Butte's Main Street, the organization created a safe place for children to come after school—offering activities such as arts and crafts, intramural sports and volunteer mentorship, and providing a healthy meal and snack each day. The volunteer-run youth center, known affectionately as "The Main," quickly became a vital part of the Cheyenne River community. Despite its small size and few resources for programming, the center was filled to capacity each day.

The grassroots, nonprofit youth project has come a long way since that modest beginning. In 1997, CRYP built a new youth center to support continued growth. The new Main opened its doors in May 1999, featuring a recreation room, library, family room, commercial-grade kitchen, office space, and residential quarters for long-term volunteers.

CRYP continued to expand. In 2004, with input from Cheyenne River's young people, it began work on a dedicated facility for ages 13–18. Cokata Wiconi (Center of Life) opened in 2006 and

Living Wólakǎ́hota, our relatives thrive.

represents a tremendous achievement for CRYP, with more than 25,000 square feet of space and many exciting new opportunities. The teen center has a full-size gymnasium, computer lab, dance and art studios, library, and private apartment for long-term volunteers. It is also home to the Keya (Turtle) Café and Keya Gift Shop, as well as the Family Services program, the innovative Teen Internship program, and the Waniyetu Wowapi (Winter Count) Lakota Arts Institute.

We invite you to become part of our story.

JOB SUMMARY

The Deputy Director supports the Chief Executive Officer in the development and implementation of organizational and programmatic strategic plans, policies, and programs. The Deputy Director provides leadership and guidance to staff, volunteers, and contractors within the context of the various CRYP initiatives. The Deputy Director oversees all aspects of CRYP's internal operations and complements the CEO's primary focus on external matters such as fundraising, public relations, and maintaining and expanding partnerships. The Deputy Director collaborates with the CEO to chart CRYP's future growth and strategic response to the ever-increasing demand for the organization's services.

RESPONSIBILITIES AND DUTIES

Leadership and Strategic Direction

- Manage the organization in the absence of the CEO as 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

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

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
- 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 high-level knowledge of all components of the organization (program, operations, facilities) in order to make key decisions in short timeframes and support staff and volunteers as needs arise

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

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

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
- Other duties as assigned

SPECIFIC QUALIFICATIONS

- Bachelor's degree in a relevant field (e.g., nonprofit management, social work, education, business administration); Master's degree preferred
- 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
- Proven experience in strategic planning, implementation, and performance management
- Grant writing and fundraising experience preferred
- Proficiency in using technology, including office productivity tools and database systems

GENERAL QUALIFICATIONS

- Strong critical thinking, verbal, written, and organizational skills
- Familiarity with computers, typing, and other basic office skills
- Able and willing to serve as a positive role model to area youth and community
- Willingness to learn and receive training, which sometimes involves travel
- Prior experience serving in a youth organization preferred
- Knowledge of and experience with American Indian communities preferred
- Have or able to obtain a South Dakota driver's license
- First Aid and Safety Training preferred, or willingness to be trained
- Must have home or mobile phone
- Must pass criminal history background check and drug test

STANDARD CRYP EXPECTATIONS

- Collaborate and build healthy working relationships with coworkers
- Participate in meetings and help organize community events such as job fairs, panels, conferences, and public events
- Demonstrate energy, commitment, and flexibility
- Interest in and appreciation of Lakota culture
- Support organizational fundraising activities
- Operate with excellence in mind and value problem-solving
- Exercise tact, diplomacy, and good humor
- Bring spark, imagination, and creativity to the work

WORKING CONDITIONS

- This is a full-time, exempt position based at the organization's office, with occasional travel to attend meetings, conferences, and events
- The position is located in Eagle Butte, South Dakota; 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 AND BENEFITS

Benefits include:

Comprehensive Benefits Package: CRYP is committed to the health and well-being of our team and provides a robust benefits package, which includes:

- **Health Insurance:** CRYP supports your health by covering **75% of the premium** for single-coverage health insurance.
- **Retirement Savings:** We help you plan for the future with a **401(k) plan featuring a 3% employer match.**
- **Dental Insurance:** Optional dental coverage is available, with premiums paid by the employee through convenient payroll deduction.
- **Supplemental Insurance:** Access to additional voluntary benefits, including AFLAC and Colonial Life, is available and fully funded by the employee.
- Paid time off that increases with longevity, including personal time off and sick leave
- Indigenous paid holiday schedule including floating days
- Professional development assistance
- Potential for relocation and housing assistance depending on individual situation

TO APPLY

Please send your resume and cover letter to julie.cryp@gmail.com

Please indicate Deputy Director in the subject line of the email.

Cheyenne River Youth Project
P.O. Box 410
702 4th Street
Eagle Butte, SD 57625

Deadline: Open Until Filled

3.26.2026