

Director of Development

Ioway Community Enterprises, Inc. (ICEI)

Position: Director of Development

Location: Iowa Tribe of Kansas and Nebraska, White Cloud KS

Schedule: Full time Monday-Friday 8:00AM-4:30PM

Reports to: Executive Director

About ICEI

Ioway Community Enterprises, Inc. (ICEI) is a newly established **501(c)(3) Native community development corporation** owned by the Iowa Tribe of Kansas and Nebraska. ICEI's mission is to promote social, economic, and cultural development that enhances the well-being and quality of life of tribal members and the broader reservation community.

Our work includes:

- Supporting **community finance, infrastructure, and workforce development.**
- Promoting **financial education, small business growth, and job creation.**
- Advancing **sustainable development and climate resilience initiatives.**

As a young and growing organization, ICEI is seeking a **Director of Development** to play a key role in shaping our future while actively driving the work forward today.

Position Summary

The **Director of Development** will be responsible for both shaping ICEI's fundraising strategy **and rolling up their sleeves to implement it.** This is a hands-on leadership role: the Director will research opportunities, **write and submit grants, conduct donor outreach, and maintain tracking systems** for funding pipelines and reporting deadlines. At the same time, they will play a key role in setting long-term development strategies, cultivating partnerships, and building the organizational capacity needed to sustain ICEI's mission.

The Director of Development will report directly to the Executive Director and will work closely with ICEI's Board of Trustees, program staff, and community partners.

Key Responsibilities

- **Fundraising & Resource Development**
 - Identify, research, and pursue funding opportunities from federal, state, tribal, philanthropic, and corporate sources.
 - **Write, submit, and track grant applications**, ensuring compliance with all deadlines and reporting requirements.

- Develop donor cultivation strategies, including **direct outreach, donor communications, and stewardship activities**.
 - Maintain and update **grant calendars, donor lists, and funding pipelines**.
 - **Strategic Leadership**
 - Collaborate with the Executive Director and Board to establish fundraising goals and strategies.
 - Support ICEI's emerging CDFI by pursuing financial institution start-up and capitalization funding.
 - Provide leadership on communications strategies that highlight ICEI's mission and impact.
 - **Organizational Development**
 - Implement systems for tracking grants, reporting deadlines, and donor stewardship.
 - Support Board fundraising efforts through training, preparation, and outreach.
 - Contribute to ICEI's long-term sustainability strategy while remaining actively involved in day-to-day development tasks.
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Qualifications

Required

- Bachelor's degree in nonprofit management, public administration, business, communications, or a related field.
- 2+ years of demonstrated experience in grant writing, fundraising, or nonprofit development.
- Strong writing, communication, and relationship-building skills.
- Ability to manage multiple projects, meet deadlines, and work independently.
- Commitment to ICEI's mission of tribal community development.

Preferred

- Experience working with Native American tribes or Native-led organizations.
- Familiarity with federal and state grant processes.
- Master's degree or equivalent experience.

Compensation & Benefits

- **Salary:** \$75,000/year:
- Health, dental, vision, short term disability, life Insurance, and employee assistance program provided
- 401 K with up to 3% match, paid holidays, biweekly pay schedule

Native American Preference is given (BIA Form 4432). For more information regarding this position, please call 785- 595-3258.

How to Apply

Please submit a resume, cover letter, and a short writing sample (preferably a grant excerpt or fundraising proposal) to **jpockrus@iowas.org**. Applications will be reviewed on a rolling basis until the position is filled.