

Program Director

Ioway Community Enterprises, Inc. (ICEI)

Position: Program Director

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

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 ICEI continues to grow, we are seeking a **Programs Director** to lead program design, implementation, and evaluation across multiple initiatives.

Position Summary

The **Program Director** will oversee ICEI's community-facing programs, ensuring they are well-designed, effectively managed, and aligned with ICEI's mission. This role is both **strategic and hands-on**: the Director will help set program priorities and also manage day-to-day operations - from coordinating community services, to overseeing program staff, contractors, and volunteers, to ensuring compliance with grant and funding requirements.

The Programs Director will report directly to the Executive Director and will work closely with the Director of Development, Board of Trustees, and community partners to ensure ICEI programs deliver meaningful, measurable impact.

Key Responsibilities

- **Program Design & Management**
 - Develop and oversee ICEI programs in workforce development, adult education, small business support, and sustainability.

- Manage program implementation, including scheduling, budgeting, and coordination with contractors and staff.
 - Ensure programs meet grant/funder requirements, including compliance and reporting.
 - Collect, track, and analyze program data to measure effectiveness and inform improvements.
 - **Community Engagement**
 - Build strong relationships with tribal members, community partners, and program participants.
 - Conduct outreach, listening sessions, and workshops to ensure programs are responsive to community needs.
 - Represent ICEI at meetings, community events, and partner gatherings.
 - **Collaboration & Organizational Development**
 - Work closely with the Director of Development to align program goals with fundraising and grant opportunities.
 - Support Board and leadership in shaping ICEI's long-term programmatic vision.
 - Recruit, train, and supervise program staff, interns, or volunteers as needed.
-

Qualifications

Required

- Bachelor's degree or 4+ years' relevant experience in nonprofit management, social work, education, public administration, or related field.
- 2+ years of program management experience in a nonprofit, tribal, or community development setting.
- Strong organizational, leadership, and project management skills.
- Experience managing budgets, contracts, or grant-funded programs.
- Commitment to ICEI's mission of tribal community development.

Preferred

- A member of the Iowa Tribe of Kansas and Nebraska
- Experience working with Native American tribes or Native-led organizations.
- Familiarity with housing, workforce development, small business support, or adult education programs.
- Data collection, evaluation, and reporting experience.
- Master's degree or equivalent experience.

Compensation & Benefits

- **Salary:** \$50,000 - \$60,000.
- Flexible hybrid work schedule with some in-person requirements.

- Opportunities for professional development and advancement as ICEI grows.
- 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. Applications accepted until 4:30PM filled.

How to Apply

Please submit a resume and cover letter to jpockrus@iowas.org. Applications will be reviewed on a rolling basis until the position is filled.