



SISSETON WAHPETON OYATE HOUSING AUTHORITY

605 LYDIA GOODSSELL STREET

SISSETON, SD 57262

605-698-3901

POSITION: EXECUTIVE DIRECTOR

POSITION DESCRIPTION: The Executive Director provides executive leadership and operational direction for a NAHASDA Indian Housing Block Grant program, ensuring the program delivers affordable housing in safe and healthy environments and is administered in a manner consistent with tribal self-determination and self-governance. The Executive Director is accountable for strategic planning, regulatory compliance, financial stewardship, staff leadership, and effective coordination with tribal leadership and other stakeholders to achieve program goals.

REPORTS TO: SWHA BOARD OF COMMISSIONERS

QUALIFICATIONS: Master's degree in business administration or related field (Preferred) bachelor's degree in business administration (Required). Direct experience administering a NAHASDA Indian Block Grant program or similar federal housing/grant program. Experience working with tribal governments, tribally designated entities, or community-based housing organizations. Experience with capital projects, housing development, rehabilitation, and/or property management operations. Must have experience of 5-10 years working with federal grants and management of federal programs. Must have a valid driver's license, be bondable, pass a complete background check, and a pre-employment drug test.

DUTIES AND RESPONSIBILITIES: This description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position, and duties may be modified to meet program needs from time to time.

1. Leadership and Strategy
 - a. Provide executive level leadership to ensure the housing program operates effectively, ethically, and with clear accountability.
 - b. Establish and implement program wide strategic priorities, annual work plans, and performance objectives aligned with community housing needs.
 - c. Advise and collaborate with the Sisseton Wahpeton Housing Authority's Board of Commissioners on the program status, risks, opportunities, and policy options affecting housing operations and outcomes.
2. NAHASDA and Federal Compliance
 - a. Direct and oversee compliance with NAHASDA and its implementing regulations, policies, and procedures applicable to the Indian Housing Block Grant Program.
 - b. Assess and maintain an internal compliance framework that includes written policies, staff training, monitoring, corrective action protocols, and documentation standards.
 - c. Ensure the program operations align with community needs and NAHASDA regulations.
 - d. Serve as the primary point of accountability for compliance readiness, including preparation for monitoring, reviews, and audits.
3. Financial Management
 - a. Oversee budgeting, financial planning, cash management, procurement oversight, and internal controls for all program funds.
 - b. Ensure grant funds are used only for eligible purposes and are supported by complete, accurate, and timely financial and program documentation.
 - c. Oversee any investment of Indian Housing Block Grant funds to ensure investments are properly authorized and consistent with applicable regulatory limitations and requirements.
 - d. Ability to obtain audits for all program funds.





4. Supervisory Responsibilities
 - a. Directly supervises senior program managers and/or department heads of the organization.

JOB KNOWLEDGE:

1. Working knowledge of NAHASDA program administration, grant compliance, and the importance of tribal self-determination and self-governance in housing delivery.
2. Ability to write for grants and maintain grants.
3. Ability to design and maintain compliance systems, including policies, training, monitoring, and corrective action.
4. Strong financial acumen, including budgeting, forecasting, internal controls, procurement, and oversight of permissible investment practices for grant funds.
5. Excellent written and oral communication skills, including the ability to present complex information to governing bodies and community stakeholders.
6. Strong negotiation, contract oversight, reporting, and vendor management skills.
7. High integrity, sound judgment, and ability to handle sensitive information appropriately.
8. Ability to comply with all applicable Sisseton-Wahpeton Oyate tribal laws and ordinances.
9. Ability to prepare and explain monthly financial reports to Sisseton Wahpeton Housing Board of Commissioners and community stakeholders.
10. Strong supervisory skills and ability to supervise all departments under the program to maintain professional relationships.
11. Ability to travel as required for training, meetings, monitoring, and stakeholder engagement.
12. Must be efficient in computer programs (WORD/EXCEL/POWERPOINT/GRANT PORTALS).

Compensation is negotiable and will be commensurate with experience. (DOE) Submit salary requirements along with resume. Closing date **March 31st, 2026, at 4:00 p.m. (CST).**

Interested applicants should submit a resume and cover letter, which combined should not exceed five pages. The cover letter shall explain experience and specific abilities as related to the specific required duties of the Executive Director. A minimum of two current letters of recommendation is also required.

Indian Preference will apply to qualified applicants. Applicants claiming Indian Preference must provide BIA Form 4432.

Application packages must be submitted to:

Sisseton Wahpeton Housing Board of Commissioners
Attention: Winfield Rondell Jr., Housing Board Chairman
P.O. Box 509
Agency Village, South Dakota 57262

