



ROSEBUD
SCHOLARSHIP FUND

Executive Director Position Description

Organization: Rosebud Scholarship Fund

Reports To: Board of Directors

Employment Type: Full-time

Position Overview

The Executive Director (ED) of the Rosebud Scholarship Fund serves as the organization's chief executive and primary steward of its mission. The ED provides strategic leadership and manages day-to-day operations to ensure the effective distribution of scholarship funds to college students and the successful delivery of skill development and mentoring programs that promote student success.

This role requires a hands-on, collaborative leader who can balance vision and strategy with operational execution in a small, mission-driven organization.

Key Responsibilities

Strategic Leadership & Governance

- Lead the implementation of the Rosebud Scholarship Fund's mission, vision, and strategic priorities.
- Partner with the Board of Directors to develop strategic plans, annual goals, and organizational policies.

- Provide regular reports to the Board on program outcomes, finances, and organizational performance.
- Support board engagement, recruitment, and governance effectiveness.
- Provide transparent communications to build accountable relationships between all organizational stakeholders (executive director, board members, students, community members).

Scholarship & Program Management

- Oversee the administration of scholarship programs, including outreach, application processes, selection, award distribution, and compliance.
- Design, implement, and continuously improve skill development and mentoring programs for scholarship recipients.
- Track and assess student outcomes to measure program impact and inform improvements.

Fundraising & Financial Stewardship

- Lead fundraising initiatives, including individual donations, grants, corporate partnerships, and events.
- Cultivate and steward relationships with donors, foundations, and community supporters.
- Develop and manage the annual operating budget in collaboration with the Board.
- Ensure financial accountability, transparency, and compliance with nonprofit regulations.

Partnerships & External Relations

- Foster strong, respectful relationships with Rosebud Scholars, their families, Rosebud Sioux Tribe leadership, and other community stakeholders.
- Work closely with Rosebud Sioux Tribe Higher Education Program to collaborate, coordinate, and support mutual interests in advancing student success.
- Represent the Rosebud Scholarship Fund publicly through outreach, presentations, and community engagement.
- Increase organizational visibility and strengthen the Rosebud Scholarship Fund reputation.

Operations & Administration

- Ensure effective systems for data management, reporting, and record-keeping.
- Maintain high ethical standards.
- Foster an inclusive, mission-aligned organizational culture.

Qualifications

Required Qualifications

- Bachelor's degree required.
- Commitment to educational access, student success, and mentoring.
- Community-centered leadership skills and the ability to work effectively with diverse external partners.

Preferred Qualifications

- Experience managing scholarship programs or education-focused nonprofits.
- Grant writing and reporting experience.
- Raising money from individual and organizational funders to support organizational missions.
- Experience working closely with a board of directors.
- Knowledge of Native culture and experience working with tribal organizations or government structures.
- Familiarity with mentoring, workforce development, or skill-building initiatives.

Salary and Benefits

Salary

- Salary is negotiable based on experience and qualifications
- We are committed to supporting this position with a fair and competitive compensation package consistent with our budget.

Benefits

- A generous Paid Time Off (PTO) benefit is available for national and tribal holidays, and accrues monthly, increasing over time with increased service to the organization.

To Apply

If you are interested in this position please submit a cover letter and resume to Della Spotted Tail, RSF Board Chair, at rsthighered@awtc.net.

Review of applications will begin on August 15, 2026, and continue until the position is filled.