

Lakota Funds

Job Description: Business Development Coach

Reports to: Executive Director

Job Level: Exempt

Supervises: N/A

Hours: Full time

Location: Lakota Funds office in Kyle, South Dakota

ORGANIZATION DESCRIPTION:

Lakota Funds is a nonprofit Native community development financial institution working to provide economic sustainability on the Pine Ridge Reservation and geographic service area through business loans, technical assistance, and wealth building education for families and businesses.

POSITION SUMMARY:

The Business Development Coach will provide and deliver asset development training and one-on-one coaching to individuals and entrepreneurs in and around the Pine Ridge and Rosebud reservations, with a particular focus on supporting local artists. The Business Development Coach will also coordinate Lakota Funds' asset building programming, including veterans' programming and homeownership support for families on the Pine Ridge and Rosebud Reservations. In addition, the Business Development Coach will support general Lakota Funds operations as needed.

DUTIES AND RESPONSIBILITIES:

Responsibilities include, but are not limited to:

- **Support Lakota Funds' artist lending and capacity building program:**
 - Provide support to entrepreneurs, with a special focus on artists, including:
 - Business planning support services
 - Financial coaching through individualized assistance and group training
 - Connecting clients to additional resources
 - Manage the artist loan application process, incorporating sound decisions on structure, terms, and conditions to design credit packages that meet artists' needs while maintaining and improving quality credit standards including:
 - Intake of artist loan applications
 - Providing timely loan processing and underwriting
 - Serve as Lakota Funds' primary representative in Oglala Lakota Artspace (OLA) collaborative, to include:
 - Attend OLA meetings and convenings
 - Hold regular office hours for artists at the OLA building

- Develop and promote new artist loan product
 - Research and design new artist loan product, with input from artists and Lakota Funds' staff
 - Promote new loan product in the community through meetings and other outreach strategies
 - Track new loan application activity (use of capital, requested term and amount)
- **Promote and refer clients to all of Lakota Funds products and services to promote financial education and asset building including:**
 - Teach financial literacy and business planning classes (will need to be certified in Building Native Communities financial literacy curriculum)
 - Teach Pathways Home/Homebuyer education classes (will need to be certified in curriculum)
 - Provide homeownership counseling support to potential homebuyers (will potentially need to be certified as a HUD Housing Counselor)
 - Support clients participating in matched savings program
 - Assist clients through Volunteer Income Tax Assistance program
 - Refer clients for loan products as appropriate, including Credit Builder Loan and business loans
 - Provide credit and budget coaching
- **Coordinate with Lakota Federal Credit Union to assist clients in access their products and services**
- **Develop Youth and/or School Financial Literacy and Outreach Plan, to include:**
 - Plan for outreach to schools
 - Plan for teachers, administration and staff outreach
 - Plan for other youth groups
 - Incorporation of budgeting and Car Buying 101
 - Coordinate with partners (including Lakota Federal Credit Union and Mazaska) to provide financial literacy, homebuyer education, and post-purchase classes as needed
- **Provide one-on-one technical assistance with potential homebuyers to support homeownership goals:**
 - Develop individualized plan for each with notes on each meeting
 - Track all TA, including what was covered and time spent
 - Coordinate with partners (including LFCU and Mazaska) to provide TA as needed
- **Coordinate Veterans Initiative:**
 - Provide Native American Veterans homebuyer education and financial literacy classes in coordination with SDNHOC, Mazaska, and LFCU
 - Research additional resources available resources for Native American veterans
 - Outreach and recruit for Lakota Funds Native American Veterans Homeownership Matched Savings Program
- **Support Lakota Funds operations as needed, including:**
 - Document filing
 - Assist Office Manager as needed

MINIMUM QUALIFICATIONS AND REQUIREMENTS

- Bachelor's degree preferred;
- Experience working with artists preferred, with an understanding of the business of art and the needs of artist entrepreneurs;
- Excellent interpersonal skills;
- Ability to complete work in acceptable time frame and meet deadlines;
- Strong verbal and written communication skills;
- Self-motivated and able to work with little direct supervision;
- Ability to handle high volume of work and work closely with Lakota Funds lending team, LFCU staff and local and regional partners;
- Ability to effectively collaborate with diverse constituent populations; and
- Working knowledge of economic, political and social environments of Native American communities, especially reservation ecosystems strongly preferred.

Signature and Date of Review: _____