



NEBRASKA INDIAN COMMUNITY COLLEGE

VACANCY ANNOUNCEMENT

NOTICE: This announcement is not a complete job description. For a complete job description, contact HR.

POSITION TITLE: Community and Workforce Development Director

PRIMARY WORK LOCATION: South Sioux City Campus

STARTING WAGE: \$63,000

STATUS: Exempt- Full-time

CLOSING DATE: 05/05/2026

ABOUT THE COLLEGE: *"The Nebraska Indian Community College provides quality higher education and lifelong educational opportunities for Umo^ohoⁿ" (Omaha) Isanti (Santee Dakota), and all learners."* Nebraska Indian Community College is envisioned as a comprehensive Tribal College that values service through high quality education. Institutional programs value and cultivate the creative and productive talents of learners, faculty, and staff, and seek ways to contribute to the self-sufficiency of the Nations served, the wellbeing of our communities, and the quality of life and development of its learners, faculty, and service areas.

SUMMARY OF DUTIES AND RESPONSIBILITIES:

The Director of Community and Workforce Development provides leadership, oversight, and strategic direction for community-based, workforce, and economic development grant programming at the College. This position is responsible for implementing, managing, and ensuring compliance for grant-funded community-based initiatives that support education, training, prevention, workforce readiness, and community well-being.

The Director serves as Project Director for assigned grants and is responsible for budget oversight, reporting, renewal applications, and overall grant management. The Director also supervises program staff, coordinates multi-site program delivery, and ensures performance outcomes are achieved across all assigned initiatives.

The Director oversees a portfolio of programs, including:

- Safe Driver Academy (Driver's Education and CDL Training)
- Indianpreneurship (small business development and entrepreneurship training)
- APEX Accelerator (Tribal business growth and contracting in multi-state service area)
- Extension, Community, and Continuing Education
- Other community-based, non-academic grant programs and initiatives

SPECIFIC RESPONSIBILITIES AND DUTIES

- Provide leadership and oversight for community and workforce development programs, ensuring alignment with grant requirements, institutional priorities, and community needs.
- Serve as Project Director for assigned grants, including responsibility for budget management, compliance, reporting, renewal applications, and strategic oversight.
- Supervise program managers and coordinators across assigned grant portfolio, providing leadership, direction, workload prioritization, and performance management.
- Ensure proper tracking, reporting, and compliance for multiple funding streams supporting similar program areas.
- Develop, implement, and monitor departmental goals, budgets, and strategic initiatives.
- Participate in the development of grant proposals and funding applications for community-based programs by providing programmatic input and operational insight.

- Support post-award grant actions including budget modifications, key personnel changes, carryover requests, and changes to the scope of work, in coordination with the Business Office and Sponsored Programs.
- Support identification of funding opportunities and contribute to sustainability planning for community-based programs.
- Support the development and expansion of community-based initiatives and emerging service areas, including public health, prevention, family support, and related programming.
- Coordinate program delivery across multiple campuses (Macy, Santee, and South Sioux City) to ensure equitable access and consistency.
- Collaborate with Tribal nations, community partners, businesses, and external organizations to identify workforce, economic, and community development needs and opportunities.
- Develop and maintain partnerships with Tribal, regional, state, and national organizations to support program expansion and sustainability.
- Represent the College in external meetings, partnerships, conferences, and community engagements in a professional capacity.
- Ensure effective data collection, evaluation, and reporting across all program areas; use data to inform decision-making and continuous improvement.
- Participate in institutional committees and strategic planning efforts as assigned.
- Participate in professional development and training opportunities as required.
- Perform other duties as assigned.

QUALIFICATIONS:

REQUIRED

- Bachelor's degree in business, Education, Communications, Public Administration, or related field
- Experience working with Tribal communities
- Project management experience
- Grant administration and compliance experience
- Supervisory experience

PREFERRED

- Master's degree in business, Organizational Leadership, Public Administration, or related field
- Experience working in a higher education setting
- Experience in workforce development, community education, and/or economic development
- Experience in grant proposal development and funding applications

KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:

Preferred candidates will have proven success in the following:

- Strong leadership and organizational management skills
- Ability to manage multiple programs and funding streams simultaneously
- Experience with budgeting, compliance, reporting, and performance monitoring
- Strong written and verbal communication skills
- Ability to develop and maintain partnerships with Tribal, community, government, and industry stakeholders
- Proficiency in Microsoft Office 365 and related systems
- Cultural competence in serving Indigenous communities
- Strong analytical, problem-solving, and decision-making skills
- Ability to work independently and collaboratively in a multi-program environment

SPECIAL INSTRUCTIONS TO APPLICANTS: Nebraska Indian Community College gives preference to eligible and qualified applicants in accordance with the Indian preference in employment act and veterans' preference. In the absence of qualified Indian applicants, consideration will be given to applicants without regards to race, religion, sex,

national origin, age, sexual orientation, gender, veteran status, the presence of non-related medical condition or handicap, or other legally protected status. NICC is an Equal Opportunity Employer.

HOW TO APPLY: You can visit us on the web at <http://www.thenicc.edu>. Applications are also available at any of our three campuses. **FACULTY:** Include the following: (1) a letter of intent outlining how you are qualified for the position based upon the qualifications and responsibilities, (2) a resume/CV, (3) a copy of official transcripts, and (4) an NICC Application. Please send your application materials to the Human Resources Office at hr@thenicc.edu.

NICC (South Campus)
111 Hwy 75
Macy, NE 68039
Phone: 402-837-4183

NICC (West Campus)
North River Road
Niobrara, NE 68760
Phone: 402-494-2311

NICC North Campus
2605 ½ Dakota Ave.
South Sioux City, NE 68776
Phone: 402-494-2311