



NEBRASKA INDIAN COMMUNITY COLLEGE

VACANCY ANNOUNCEMENT

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

POSITION TITLE: Director of Nation Building & Public Relations (*full-time, exempt, salaried position*)

PRIMARY WORK LOCATION: Santee, Macy, or South Sioux City Locations

STARTING WAGE: \$55,000 – 65,000

CLOSING DATE: 07/09/2025

ABOUT THE COLLEGE: *"The Nebraska Indian Community College provides quality higher education and lifelong educational opportunities for Umo'ho" (Omaha) Isanti (Santee Dakota) and all learners."* Nebraska Indian Community College is envisioned as a comprehensive Tribal College which 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.

POSITION OVERVIEW:

The Director of Nation Building and Public Relations is a key leadership role responsible for advancement/fundraising, marketing/public relations, Native business incubator and accelerator oversight, team leadership/management, and institutional collaboration/representation.

QUALIFICATIONS:

- Education: Bachelor's degree in public relations, Communications, Business Administration, or a related field (Master's degree preferred).
- Experience: Minimum of 5-10 years of experience in advancement, fundraising, and/or public relations, with at least 5 years in a leadership role.
- Skills: Strong verbal/written communication and interpersonal skills; proven track record in fundraising and public relations; ability to work effectively with diverse communities and stakeholders; web design utilizing search engine optimization (SEO).
- Knowledge: Understanding of tribal culture and values; experience working in a tribal college or with tribal organizations is highly desirable; Content Management Systems (CMS)

KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:

Preferred candidates will have proven success in the following:

- Cultural Sensitivity: Respect for and understanding of tribal cultures and values.
- Integrity: Commitment to ethical practices and transparency.
- Innovation: Ability to think creatively and strategically to advance the college's mission.
- Collaboration: Strong team player with a collaborative approach to leadership.

ADVANCEMENT & FUNDRAISING

- Lead the development and execution of comprehensive fundraising strategies, including annual campaigns, major gifts, planned giving, corporate partnerships, and grant writing.
- Build and maintain relationships with alumni, donors, and corporate partners to secure financial support for the college's initiatives and priorities.
- Oversee donor cultivation, stewardship, and recognition programs, ensuring effective engagement and communication with all stakeholders.

MARKETING & PUBLIC RELATIONS

- Develop and implement an integrated marketing and branding strategy to enhance the college's visibility, reputation, and engagement with target audiences.
- Direct public relations efforts (i.e., press releases, press conferences, media outreach, social media management, website development, and digital communications), ensuring consistent and positive messaging.
- Serve as a Tribal Liaison with chartering tribes and potential collaborating tribes.
- Lead team to meet deadlines for regular College publications (e.g., Catalog, State of the College, manuscripts to the Tribal College Journal).
- Facilitate College merchandise purchases and oversee inventory of items for sale.
- Collaborate with academic departments and administrative units to promote credit and non-credit opportunities, economic development, adult education programs, student success stories, and institutional achievements.
- Serve as the primary spokesperson for the college, working closely with the President on external communications and crisis management, including campus closures and other crisis management aspects.

INSTITUTIONAL COLLABORATION & REPRESENTATION

- Serve as a key advisor to the President on matters related to advancement, marketing, public relations, and Native business incubator and accelerator operations.
- Represent the college at external events, donor meetings, industry gatherings, and community engagements, promoting the institution's mission and accomplishments.
- Collaborate with internal departments to align marketing and fundraising strategies with academic programs, enrollment management, and institutional priorities.

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
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NICC North Campus
2605 ½ Dakota Ave.
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