

## **Manager of Development Programming**

Crazy Horse Memorial Foundation

Crazy Horse Memorial® is seeking to fill the position of **Manager of Development Programming**. Under the supervision of the Chief Development Officer, this position will effectively serve as an assistant to the CDO by assisting in a variety of ways to ensure the smooth, collaborative, and cohesive functioning of the Development department. As such, this role requires access, availability, and attention to detail as dedicated support will allow the CDO to focus more time on managerial oversight and fundraising responsibilities. The position operates within Crazy Horse Memorial Foundation established policies and procedures and is responsible for confidential administrative support of the CDO. In addition, this role plays a pivotal function with Development Programming and will assist with event planning, project management, internal department communications as well as coordinate with other Development staff regarding prospect research and other work deliverables. This position will also collaborate with the CDO and staff of the Indian University of North America® in developing and implementing a cohesive stewardship program for scholarship donors. A good candidate must be able to maintain a high level of confidentiality and have exceptionally strong grammar, writing, and communication. Candidate must be highly organized and have ability to perform multiple tasks simultaneously and be able to meet project deadlines consistently. Other functions of this position require the candidate to participate in developing department goals, objectives, and systems. Participate in development staff meetings, organization-wide meetings, and training programs, and attend other meetings and seminars as designated by the supervisor. Assists in evaluation of reports, decisions, and results of department in relation to established goals. Perform other related duties as required and assigned.

A Bachelor's Degree in Business Management or Marketing is preferred with a minimum of 3 years of relevant experience or a combination of experience and education. Experience in Development and/or a Non-Profit setting is strongly preferred. A good candidate will have thorough knowledge and skill of Microsoft Office Suite, Microsoft Outlook, and office equipment (copier, scanner, fax machine, etc.) Experience with a CRM or donor database such as Raiser's Edge is a plus. This position is full-time, year-round Exempt position with some Evening, Holiday & Weekends required. Compensation for this position is competitive for the region. Benefits eligibility includes medical, dental, optical, and AFLAC insurances, Paid Personal Leave, and a retirement plan.

\*\*This is an on-site position not suitable for remote work with occasional travel as needed or requested.

Applicants should e-mail their resume and cover letter to:

[hr@crazyhorse.org](mailto:hr@crazyhorse.org)

or mail their resume and cover letter to:

Crazy Horse Memorial Foundation  
Attn: Human Resources  
12151 Avenue of the Chiefs  
Crazy Horse, SD 57730-8900