



Position Title: Director of Sustainable Development Institute	Reports to: President
Department: President's Office	FLSA Status: Exempt
Classification: Regular Full Time	Benefit Eligible: Yes, Full Time Benefits
SOC Code: 11-9033	Last Updated: 11/03/2021
Location: Keshena Campus	Posting Status: 1st Posting – Enrolled Menominee Only
Grant Funded: Partially Grant Funded	Application Deadline Extended: 12/09/2021 @ 4:00 pm

Position Summary: The Director of the Sustainable Development Institute is responsible for the overall operation of the Institute within a multi-cultural context, based on Menominee and other Indigenous place-based knowledge, protocols, and values. They lead SDI employees of CMN in the delivery of nonacademic programming and research. They collaboratively lead campus-wide support for sustainability focused academic, research, student and community engagement initiatives. They lead and support initiatives that rely on knowledge of how to navigate ethical issues tied to the protection of Menominee and Indigenous lifeways, knowledge, intellectual property, and data.

Position Responsibilities & Duties:

1. SDI Institutional Responsibilities

- a. Supervise and evaluate the activities of the staff of the Institute, including contractual services to the Institute in accordance with applicable policies and procedures of College of Menominee Nation;
- b. Collaboratively identify, solicit, and secure grants, contracts, and cooperative agreements that forward the mission of the Institute and College of Menominee Nation;
- c. Collaboratively identify, develop, and maintain relationships with donors supportive of Indigenous sustainability initiatives.
- d. Prepare and oversee the budget of the Sustainable Development Institute, including the allocation of time and effort, expenditures, and contractual obligations of the Institute;
- e. Lead and Serve as a member of committees to further sustainability initiatives at the Institute and the College based on Menominee values, principles, and understandings of sustainability;
- f. Develop and implement programs, events, and initiatives of the Institute and College of Menominee Nation that reflect upon and advance Menominee and Indigenous place-based understandings of and approaches to sustainability;
- g. Oversee the work of the Institute in its provision of contractual services, including project planning, bidding, implementation, delivery, and execution;
- h. Fulfill other duties as assigned;
- i. Employee retention, evaluations and staff development;
 - i. Monitor timely employee evaluations
 - ii. Oversee training and development
 1. Customer Service
 2. Technical Skills
 3. Develops management and leadership skills

- iii. Instill focus on Colleges values and mission
- iv. Conflict Resolution

2. CMN Institutional Support

- a. In conjunction with CMN faculty, ensure clear communication and process for academic and research programming;
- b. In conjunction with CMN Deans and Directors, ensure clear communication and process for student and community engagement programming;
- c. Provide planning and administrative support to CMN Institutional Review Board (IRB), and ensure compliance with tribal, federal, and other applicable regulations.

3. Strategic Planning

- a. Participate in the development of and implementation of both Institutional (College) and SDI strategic plans, and ensure proper alignment between both;
- b. Serve as key member of Senior Leadership teams as requested, helping to define mission, vision and direction
- c. Establish and implements strategies to communicate and support the Colleges Mission, Vision culture and values
- d. Develops SDI goals and objectives
- e. Provide a visionary and leadership implementation role

4. Policy and Procedure Development and Implementation

- a. Establish a culture of Continuous Process improvement for SDI as part of the College-wide system.
- b. Ensure excellent Customer Service.
- c. Regularly reviews policies and procedures to insure relevance, reliability, and completeness.
- d. Implements necessary policies and procedures to ensure the colleges conforms.
- e. Maintain a documented system of SDI policies and procedures.
- f. Develop and Implement new policies and procedures.

Minimum Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Other requirements: possess knowledge of and experience with Sustainable Development; have proven experience with project management; grant writing and monitoring experience along with proven experience with the design and development of special projects and strategic planning initiatives. Proven experience working with a diversified group of internal and external stakeholders. Demonstrate expertise with information technology including database management, proven experience in budget development and fiscal management, and demonstrate management and organization skills. Proven experience working with federal, state and Tribal governmental bodies and funding agencies, experience in personnel supervision and an understanding of and commitment to the philosophy of tribal community colleges are a must. Excellent interpersonal and written/oral communication is also required.

1) Education:

- a) Master's degree preferred.
- b) In lieu of a Master's Degree, five year's administrative experience and applicant will earn a Master's Degree within three years.

2) Experience:

- a) Lived experiences with Indigenous knowledges and Indigenous community relationships.
- b) Two to five years' experience in higher education programming and administration.

3) Specific Skills:

- a) Knowledge of how to navigate ethical issues tied to the protection of Menominee and Indigenous lifeways, knowledge, intellectual property, and data.
- b) Possesses experience and skill sets for respectful staff and student supervision, and administration, in multicultural contexts, especially contexts involving Menominee and Indigenous knowledge, protocols, and values.
- c) Demonstrated collaborative, inclusive and transparent leadership skills.
- d) Commit to providing excellent customer service to staff, vendors, students, and grantors
- e) Experience at improving business processes
- f) Ability to teach at an undergraduate level (associates and bachelors)

4) Personal Traits

- a) Dependability, Attendance and punctuality
- b) Communication Skills
- c) Customer Service to Students, Staff, Vendors and Contractors
- d) Judgement, Decision making and Problem Solving
- e) Innovation (Continuous Process Improvement)
- f) Attitude, Enthusiasm, Cooperation
- g) Managing Change and Adaptability

Physical Demands & Work Environment:

Physical demands are classified as Light -lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds, with frequent walking, standing or sitting most of the time with some pushing and pulling of arm or leg controls. .

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performs administrative office functions-Constant
- Exposure to office/class room environment- Occasionally
- Exposure to shop or maintenance environment - Occasionally

Tools & Equipment Used: Office equipment including copy, scan, print, fax machines, computers, calculators, and telephones.

Application Process

A complete application includes:

- Letter of Interest
- Current Resume
- Completed CMN application form (available under job opportunities at <http://www.menominee.edu/careers>)
- Copy of all college level transcripts (official transcripts required upon hire)
- Three professional letters of reference
- Copy of valid WI driver license
- Proof of relevant certificates or training
- Proof of Tribal enrollment status
- Proof of honorable or general military discharge paperwork (if applicable)

It is not the responsibility of CMN to notify applicants of missing documentation. Incomplete application packets will not be considered.

Application materials can be mailed to:

College of Menominee Nation
Attn: Human Resources
P.O. Box 1179
Keshena, WI 54135
Or

Email to: hr@menominee.edu

An online application is available at <http://www.menominee.edu/careers>

Posting closes on December 2, 2021 at 4:00 PM

NOTE: Pre-employment drug testing is part of the hiring process.

EOE/MITW 82-10