



NB3 Foundation Director of Development

POSITION SUMMARY

The Director of Development will be responsible for developing and implementing the development strategy for the Notah Begay III (NB3) Foundation. As a new position in the NB3 Foundation, the Director of Development will have the opportunity to build the development function. The Director of Development will be responsible for designing and implementing all development systems and functions that will enable the NB3 Foundation to create a successful development department that will achieve the Foundation's fundraising goals to support programs, organizational development and sustainability of the Foundation.

POSITION RELATIONSHIP

The NB3 Foundation Director of Development reports directly to the Executive Director.

POSITION SPECIFICATIONS

Development Office Infrastructure

- Implement annual development plan and strategy using the NB3 Foundation's existing 3-year fundraising plan
- Creates office systems to support all Development projects and operations.
- Train and lead other staff and board of directors to support fundraising and marketing efforts
- Develop and manage donor and gift record-keeping.
- Coordinates development research activities.
- Oversees the management of databases and all records, files, and gift processing.
- Develop and manages the pledge reminder and acknowledgement programs.

Fundraising

- Lead and manage the NB3 Foundation's overall development efforts to raise an annual budget of \$1.3 million
- Designs, implements and manages all fundraising activities including annual giving, endowment and capital campaigns, online fundraising, special projects, and other program-related solicitations.
- Develop and grow our individual donor base; manage annual giving campaign; cultivate major gifts. Tasks will include donor prospecting, cultivation, solicitation, and relations.
- Cultivates donors by producing specialized correspondences, preparing letters of acknowledgment, scheduling and attending in-person visits.
- Researches public and private grant sources (agencies, corporations and foundations) to identify sources of restricted and unrestricted funding.
- Cultivate foundation and corporate sponsorship relationships through strategic and targeted outreach through correspondence, networking, scheduling and attending in-person visits
- Work collaboratively with the Executive Director and program staff to develop and track proposals and reports for all foundation and corporate fundraising
- Work with program staff to develop funding related projects.
- Work with the Executive Director to develop and implement marketing and public relations plan including managing communications-related consultants and partners.
- Develop all fundraising and marketing materials related to Foundation fundraising programs, donor communications, website and the Foundation's annual report

- Oversee organization of special events
- Develops a comprehensive planned-giving program as the need becomes appropriate.

POSITION REQUIREMENTS

Education:

Bachelor's degree required in nonprofit management, marketing or a related field. Master's degree preferred. Understanding of Native American history, tribal communities and contemporary social issues impacting Native American youth and communities a plus.

Qualifications:

- Minimum of 5 years of direct nonprofit/corporate fundraising experience, preferably with significant foundation and high donor fundraising experience.
- Proven track record of achieving revenue/fundraising targets and/or a quota of over \$1M annually
- Proven management and leadership capabilities
- Experience working with Senior Level executives in a corporate environment
- Familiarity with issues pertaining to one or more of the following: American Indian tribes aka Indian Country, sports programming, obesity/diabetes prevention, youth development and education.
- Excellent interpersonal and intercultural communication skills;
- Excellent oral communication and ability to participate in public speaking events.
- Excellent writing skills and demonstrated ability to write clearly and persuasively
- Excellent research and organizational skills
- Ability to develop and manage budgets and prepare financial reports.
- High energy, positive, "can-do" attitude, flexibility, teamwork, attention to detail and a high degree of initiative.
- Demonstrated ability to think creatively, strategically and thorough understanding of strategic development
- Thorough understanding of all components of a diversified funding base
- Excellent computer skills and knowledge of data base programs

Additional Qualifications: The successful applicant will work well in multicultural teams and with diverse constituencies. S/he will be self-motivated, work well under pressure and be able to handle several projects at one time. S/he will have good judgment and, ideally, a sense of humor.

Compensation: We offer a competitive salary, health insurance and the chance to join an innovative and dedicated team passionate about our mission. To apply, please send a cover letter indicating your reasons for interest in the position, including your resume, salary history and three writing samples to: crystal@nb3.com. Please include "Director of Development" in the title of the email. **Closing date for applications is January 29, 2010 by 5pm.**

The Notah Begay III (NB3) Foundation is committed to affording employment preference to qualified American Indian and Alaska Native candidates. The NB3 Foundation is also committed to achieving full and equal opportunity without discrimination because of race, religion, color, gender, national origin, age, physical or mental disability, and sexual orientation.

