



Honoring Indigenous Knowledge

40TH ANNIVERSARY OF FIRST NATIONS DEVELOPMENT INSTITUTE

Position Title: Project Coordinator
Reports to: Vice President, Programs & Administration
Job Level: Exempt
Supervises: N/A

First Nations Development Institute (First Nations) is a 40-year-old Native American controlled nonprofit organization whose mission is to strengthen American Indian economies to support healthy Native communities. We invest in and create innovative institutions and models that strengthen asset control and support economic development for American Indian people and their communities.

The Project Coordinator's primary responsibility is to assist in the administration and coordination of First Nations' projects and resource development teams. Duties may include, but are not limited to, assisting in the coordination of First Nations convenings and meetings; performing administrative functions and data entry; coordination of webinars; and donor acknowledgments.

The Project Coordinator reports to the Vice President of Programs and Administration and may work in close collaboration with First Nations resource development staff, directors, senior program officers, program officers, and administrative staff.

The Project Coordinator can be based in either the First Nations' Longmont or Albuquerque office. The safety of our staff is of primary importance, and currently First Nations staff are working from home in response to the COVID-19 pandemic. We are monitoring and following federal, state and local public health guidance and, as of now, employees are expected to be able to report to our offices when deemed safe.

ESSENTIAL FUNCTION/RESPONSIBILITIES

- Perform data entry in one or more of First Nations databases.
- Assist with gift acknowledgments to First Nations donors.
- Communicate with First Nations donors to answer questions or provide more information on First Nations.
- Coordinate meeting logistics as designated by program officers and supervisor.
- Work with administrative staff in answering phone calls and performing other administrative duties as assigned.
- Develop and maintain internal processes and procedures.
- Manage online convening registration portal.
- Assist in coordination of webinars and other online platforms.
- Schedule meetings, document meeting outcomes, and filing.
- Assist in scheduling travel.

MINIMUM REQUIREMENTS

- Bachelor's degree
- Minimum of one year's experience with project management and event coordination
- Experience with online webinar platforms
- In-depth computer knowledge Windows OS and Microsoft Office Suite



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- Comfortable exploring and learning how to work in a variety of databases
- Strong written and verbal communication skills and excellent interpersonal, communication and organizational skills
- Competent self-starter who is a doer, who takes initiative and who is able to work independently
- Ability to organize and meet deadlines for a wide variety of job assignments simultaneously, with minimal supervision
- Strong administrative ability and attention to detail
- Customer service oriented
- Positive attitude and the ability to work closely with people at all levels of experience and proficiency

PREFERRED REQUIREMENTS

- Familiarity with databases, e.g., Raiser's Edge, Blackbaud Grantmaking, Airtable Project Management
- Knowledge of nonprofit organizations and practices and familiarity of Tribal Nations
- Willingness to learn

BENEFITS

Employer matched 403b Retirement Plan; Employer health insurance contribution; Health benefits package; Flexible Spending Plan; Paid Time Off; Holidays

SALARY RANGE

\$36,400 to \$55,000

TO APPLY

Submit a cover letter, resume and 3 references to HumanResources@firstnations.org. Please note Project Coordinator in the title of the email.