



Honoring Indigenous Knowledge

40TH ANNIVERSARY OF FIRST NATIONS DEVELOPMENT INSTITUTE

Position Title:	Resource Development Coordinator
Reports to:	Vice President, Development
Job Level:	Full-time/Except
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 Resource Development Coordinator is responsible for a wide range of administrative duties supporting the resource development team and fundraising activities of the organization. Primary duties include, but are not limited to, data entry, assisting with gift processing, and coordination of donor acknowledgments. The Resource Development Coordinator also provides key administrative support to members of the resource development team, which may include communicating with First Nations supporters to respond to requests for information, tracking donor communications, conducting prospect research and assisting in donor outreach activities.

The Resource Development Coordinator reports to the Vice President of Development and works in collaboration with First Nations resource development staff, directors, senior program officers, program officers, and other administrative staff.

The Resource Development Coordinator can be based in either 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 and gift processing.
- Follow information-tracking processes.
- Assist with gift acknowledgments to First Nations supporters.
- Communicate with First Nations donors to answer questions or provide information about the organization.
- Collaborate with the resource development team to execute donor mailings and other donor engagement activities.
- Provide project management support for donor-driven fundraising campaigns and business.
- Assist in scheduling, travel arrangements, and the coordination of convening/event logistics.

MINIMUM REQUIREMENTS

- Strong administrative skills and attention to detail
- Customer service oriented
- Minimum of one year of experience in data entry or database management
- In-depth computer knowledge of Windows OS and Microsoft Office Suite
- Comfortable across the organization and interacting with First Nations donors and supporters



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- Strong written and verbal communication skills and excellent interpersonal, communication and organizational skills, and the ability to maintain a high standard in all First Nations donor communications
- 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
- Positive attitude and the ability to work closely with people at all levels of experience and proficiency
- Flexibility and desire to make quality improvements
- High ethical standards, discretion, and confidentiality in working with donor information
- A passion for the organization's mission and advancing racial and economic justice

Please note, this job description is not designed to cover or contain a comprehensive listing of activities. First Nations is a collaborative organization that relies on teamwork.

PREFERRED REQUIREMENTS

- Familiarity with Raiser's Edge/RENXT
- Knowledge of nonprofit organizations and practices and familiarity of Tribal Nations
- Willingness to learn
- Ability to develop, document and implement new processes

MEASURES OF SUCCESS

- Timely and thorough completion of data entry, gift processing and donor acknowledgment
- Thorough follow through and completion of tasks/projects assigned
- Teamwork and collaboration with First Nations employees
- A high standard of customer service to First Nations supporters

BENEFITS

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

SALARY RANGE

\$40,000 to \$55,000

TO APPLY

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