



FIRST NATIONS DEVELOPMENT INSTITUTE

Position Title: Resource Development Coordinator
Job Level: Full-time/Exempt
Supervises: N/A

POSITION SUMMARY

First Nations Development Institute (First Nations) is a 41-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 performs a variety of tasks related to donor engagement, donor stewardship, fundraising, event planning, and communications with a primary focus on major and planned giving. Primary duties include providing key administrative support to members of the development team, which may include communicating with First Nations supporters to respond to information requests, tracking donor communications, conducting prospect research and assisting in donor outreach activities.

The Resource Development Coordinator works in collaboration with First Nations 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 the office when deemed safe.

ESSENTIAL FUNCTION/RESPONSIBILITIES

- Provide direct daily support to development officers
- Complete accurate contact reports for the team in Blackbaud Raiser's Edge when interactions occur
- Help organize online and in-person events that promote donor stewardship and engagement
- Work with resource development and finance departments to ensure that all major and planned gifts are appropriately tracked, processed, and acknowledged
- Develop, document, and maintain internal processes and procedures
- Collaborate with staff to integrate planned giving goals in all fundraising and marketing activities
- Help maintain and promote physical and electronic communication materials, including planned giving brochures and the Crescendo platform
- Support initiatives, within annual giving and donor relations areas, from initial planning and coordination stages to implementation and follow through
- Assist with correspondence to donors
- Conduct prospect research
- Work with administrative staff in answering phone calls and other duties as assigned



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MINIMUM REQUIREMENTS

- Associates degree or minimum of three years of relevant experience
- Strong administrative and customer service skills and attention to detail
- Positive and takes initiative
- Willingness to research various gift types and applicable charitable giving tax laws
- In-depth computer knowledge, including but not limited to Microsoft Office Suite and other PC software
- Comfortable across the organization and interacting with First Nations donors and supporters
- Strong written and verbal communication skills
- Excellent interpersonal and organizational skills, and the ability to maintain a high standard in all First Nations donor communications
- Ability to organize and meet deadlines for a wide variety of tasks and activities
- 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

PREFERRED REQUIREMENTS

- Three to five years' experience in an administrative or resource development role
- Knowledge of and/or familiarity with the historical and contemporary legal development and workings/status of Tribal Nations
- Knowledge and experience with virtual presentation platforms such as GoToMeeting and Zoom
- Experience with Blackbaud Raiser's Edge/RENXT software
- Knowledge of nonprofit organizations and practices and familiarity of Tribal Nations

MEASURES OF SUCCESS

1. Timely and thorough completion of contact reports and data entry
2. Thorough follow through and completion of tasks/projects assigned
3. Teamwork and collaboration with First Nations employees
4. 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

\$38,500 to \$55,000

EMPLOYEE BENEFITS & PERKS

First Nations provides a number of employee benefits which include:

- Health Insurance with First Nations' contribution that includes vision and dental
- Employee life insurance with optional supplemental insurance for self and immediate family
- 403b Retirement Plan with up to 3% employee salary match by First Nations
- Flexible Spending Account



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- 10 paid holidays per year
- Paid time off from December 26 to January 1 each year during office closure
- Half-day Fridays for the summer season
- Paid sick days for illness or to tend to immediate family health needs

Employee perks include:

- Flexible work schedules
- Professional development opportunities
- Learning environment
- Opportunities for advancement
- Fun and friendly environment
- Quarterly personal days in addition to vacation or sick time

TO APPLY

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