



FIRST NATIONS DEVELOPMENT INSTITUTE

Job Description: Director of Development

Position Title: Director of Development
Reports To: President and CEO
Job Level: Exempt
Supervises: Development Staff
Date Reviewed: March 2023

POSITION SUMMARY

First Nations Development Institute (First Nations) is a 42-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 Director of Development is responsible for planning, organizing, and implementing all fundraising initiatives in alignment with organizational values. The Director provides strategic direction to the organization's fundraising activities, including institutional fundraising and annual, planned, and major giving. The Director works closely with the President and CEO and development and program staff in all development and fundraising efforts and oversees a growing development department staff made up of seven individuals.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- In alignment with First Nations' values, collaborate with the CEO and President and development staff to prepare and implement a comprehensive annual fundraising plan to achieve budgeted goals
- Collaborate with the CEO and President to lead the expansion of private foundation funding by securing contributions from new private foundation funders and increased grants from existing funders
- Continue to grow First Nations' individual giving program, including annual giving, major donor, and planned giving. This includes working with development staff to develop and execute strategies to meet revenue goals and manage expenses for the individual giving program
- Work with program, finance, and development staff to track program deliverables and funder report deadlines and ensure funder reports are completed in a timely manner
- Oversee and work with team members to improve departmental database, systems, and processes to ensure smooth day-to-day operations



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- Work with senior data manager to ensure data and database integrity. Work to ensure other fundraising technology is being utilized strategically and in alignment with best practices
- Manage, support and coach staff to achieve set organizational goals and do their best work
- Work with appropriate consultants and experts as needed to ensure that the development department resources – human and financial – are employed appropriately to meet organizational objectives
- Manage all department activities, including supervising staff, developing and monitoring department budget, implementing department activities derived from the organization's strategic plan, and participating in weekly directors' meeting to update other directors and managers about the department's activities

MINIMUM QUALIFICATIONS:

- Bachelor's degree
- At least three to five years of experience in development, including at least one to two years as a manager
- Experience working with private foundations, corporations and corporate foundations, and individual donors
- Supervisory/management experience
- Able to travel up to 20% of time
- Knowledge of American Indian and Alaska Native policy issues
- Management and strategic planning skills with a demonstrated resourcefulness in the effective allocation of limited resources
- Excellent communications skills – written and verbal for a range of audiences – at the highest level. Must be able to think quickly, write fluidly, and argue convincingly
- Ability to organize and meet deadlines for a wide variety of job assignments simultaneously, with minimum supervision
- Strong computer skills, including but not limited to MS Office Suite (e.g., Outlook, Word, Excel, and PowerPoint)
- Strong conceptual analytical skills and the ability to apply and adapt theory
- Experience overseeing an individual giving program, including direct marketing, planned giving, monthly donors, and major gift efforts
- An interest in and ability to work easily and comfortably with high-wealth donors
- Ability to effectively and professionally represent First Nations to funders, community members, and the general public
- Understanding of the empowerment philosophy of First Nations, and the ability to embrace its mission and work effectively in the Native American cultural context



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- Comfortable working with a wide range of people, working long hours, exploring and travel
- Patience, thoughtfulness, and a sense of humor

PREFERRED QUALIFICATIONS:

- MA/MS in relevant field
- 5 to 7 years of relevant experience in nonprofit development
- 3 or more years of management/leadership experience
- Knowledge of practices specific to individual giving, including list rentals/prospecting and acquisition letter writing
- Demonstrated experience working with diverse cultures and specific experience with American Indian communities and culture

MEASURES OF SUCCESS

- First Nations' fundraising program is aligned with First Nations' values and organizational goals
- Attainment of annual revenue/fundraising goals
- Increase in donor base and retention levels
- Increase in number of major donors year over year
- Program timelines and expectations are met
- Budget parameters are met
- Evaluations represent expected outcomes
- Teamwork and collaboration with other colleagues
- Direct reports receive:
 - Frequent feedback and appropriate coaching
 - Annual performance evaluation
 - Training and development

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
- 14 paid holidays per year
- Paid time off from December 25 to January 1 each year during office closure
- 32-hour work week (Monday-Thursday) and paid vacation time starting at 80 hours per year



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- 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

SALARY

Starting salary is \$94k annually

TO APPLY

Submit a cover letter, resume and three references to HumanResources@firstnations.org.

Please note Director of Development in the title of the email.