Position Title: Donor Relations Coordinator
Reports To: Associate Director of Individual Giving
Job Level: Full-time/Exempt
Location: Longmont, Colorado

POSITION SUMMARY
First Nations Development Institute (First Nations) is a 43-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 Donor Relations Coordinator performs a variety of tasks related to individual giving donor engagement and stewardship along with event planning and donor communications. Primary duties include providing administrative support to the Associate Director of Individual Giving.

ESSENTIAL FUNCTION/RESPONSIBILITIES
• Monthly giving program implementation and growth: In coordination with the Associate Director of Individual Giving, work to implement and promote First Nations’ monthly giving program, the Circle of Giving, with the goal of expanding the program year over year. Work closely on strategy with the Associate Director along with consultants and vendors on implementation of the monthly giving program. Track results and communicate with donors to ensure donor requests are completed related to the sustainer program.

• General donor communications, acknowledgements, and maintenance of the integrity of mailing list: Coordinate donor acknowledgements and tax receipts, including annual donor acknowledgements and honorary/memorial gifts. Field donor phone calls and direct donors to the appropriate staff members. Work with resource development and finance departments to ensure that all major and planned gifts are appropriately tracked, processed, and acknowledged. Respond to information requests from supporters, including answering the general info email and social media inquiries from donors. Ensure that donor requests regarding mailing lists and address changes are completed in donor database and other tracking documents to ensure data integrity.

• Donor outreach: Communicate with donors to arrange meetings for development officers, for online gatherings and in-person events. Complete accurate contact reports for the team in Blackbaud Raiser’s Edge when interactions occur. Ensure follow-up activities are completed and documented in database. Assist Associate Director of Individual Giving in planning online and in-person events and gatherings.

• General support and coordination: Provide administrative support to the Associate Director of Individual Giving to ensure efficient and effective department operations.

MINIMUM REQUIREMENTS
• High school diploma or equivalent certification
• One to three years of relevant experience
• Demonstrated experience working with diverse cultures and/or communities of color
• Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment
• Strong administrative and customer service skills and attention to detail
• Positive attitude and a self-starter
• 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
• High ethical standards, discretion, and confidentiality in working with donor information
• A passion for the organization’s mission and advancing racial and economic justice
• Proof of completion of a satisfactory reference and documentation of COVID-19 vaccination

PREFERRED REQUIREMENTS
• Associate’s degree
• 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
• Expansion of monthly giving program
• Increase in donor meetings assigned to development officers
• Timely and thorough completion of contact reports and donor acknowledgements
• Integrity of donor records from requests and inquiries from donors
• Thorough follow through and completion of tasks/projects assigned
• A high standard of customer service to First Nations’ supporters

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 through January 1 each year during office closure
• 32-hour work week (Mon-Thurs) and paid vacation time starting at 64 hours per year
• Paid sick days for illness or to tend to immediate family health needs

Employee perks include:
• Flexible work schedules
• Professional development and learning opportunities
• Collaborative and fun work environment
• Opportunities for advancement

**SALARY RANGE**
$45,000 to $60,000

**TO APPLY**
Complete the employment application form for **Donor Relations Coordinator** by clicking on the link below:
[https://airtable.com/appvwoxldfsTBttiR/shrEbcBRaDK6Aur1x](https://airtable.com/appvwoxldfsTBttiR/shrEbcBRaDK6Aur1x)

The application also requires applicant to upload resume and list of three references.