

FIRST NATIONS

DEVELOPMENT INSTITUTE

Position Title: Development Officer – Individual Giving
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 Development Officer – Individual Giving supports the strategic fundraising efforts of First Nations by enlisting support for the organization’s key programs and initiatives with an emphasis on individual, planned, and major gifts. The Development Officer – Individual Giving identifies, cultivates, solicits, and stewards major and planned gift donors and prospects in accordance with goals set in First Nations’ annual development plan. The Development Officer – Individual Giving develops brief proposals and reports to funders to demonstrate the impact of investments and spends the majority of time interacting with supporters through virtual and in-person visits. The Development Officer – Individual Giving works collaboratively with the entire development team to ensure departmental goals are achieved.

ESSENTIAL FUNCTION/RESPONSIBILITIES

- **Donor engagement:** Spend approximately 50% of time engaging with supporters and Individual donors through direct personal contact to enlist and maintain support for First Nations’ programs and initiatives. Maintain portfolio of approximately 100 donors by assigned region to meet annual fundraising goals. Assist in developing strategies, proposals and other materials to engage supporters in First Nations’ mission. Promote First Nations’ planned giving program and endowments with donors.
- **Reporting and accountability:** Work with program, finance and other development staff to track program deliverables related to gifts and oversee the submission of funder reports and ensure they are provided in a timely manner. Manage information-tracking processes regarding acknowledgement, recognition, ongoing communication and continued cultivation of donors in portfolio. Makes effective use of the organization’s databases and other resources to ensure appropriate management of donors and prospects. Complete accurate contact reports for team for Raiser’s Edge when interactions occur.
- **Engage with First Nations’ program staff:** Establish and maintain collaborative working relationships with First Nations’ program teams and other development colleagues and consultants to maximize total gift revenue to advance the organization’s mission.

FIRST NATIONS

DEVELOPMENT INSTITUTE

- **Assist Development Team:** Be available and perform other tasks as assigned by direct supervisor. Please note this job description is not designed to cover or contain a comprehensive listing of activities. First Nation is a collaborative organization that relies on teamwork to do great things.

MINIMUM REQUIREMENTS

- A passion and commitment to advance First Nations' mission
- One to three years of resource development or related experience
- Strong relationship-building skills
- An interest in and ability to work easily and comfortably with high-wealth donors
- Able to travel up to 50% of time
- A valid driver's license
- Knowledge of and/or familiarity with Tribal Nations
- Excellent communications skills – written and verbal for a range of audiences
- Strong computer skills, including but not limited to MS Office Suite (e.g., Outlook, Word, Excel, and PowerPoint)
- High ethical standards, discretion, and confidentiality in working with donor information
- Ability to effectively and professionally represent First Nations to funders, community members, and the general public
- Proof of current COVID-19 vaccination and boosters

PREFERRED REQUIREMENTS

- Bachelor's degree
- Knowledge of Raiser's Edge fundraising database
- Three to five years of relevant experience in nonprofit resource development
- Demonstrated experience working with diverse cultures and specific experience with American Indian communities and culture

MEASURES OF SUCCESS

- Attainment of annual individual revenue/fundraising goals, financial and nonfinancial
- Attainment of planned giving goals
- Increase in donor base and retention levels
- Increase in number of "major donors" in portfolio year over year
- Timelines and expectations are met
- Reports, acknowledgments, and other accountability to supporters is provided according to team timelines

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

FIRST NATIONS

DEVELOPMENT INSTITUTE

- 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

\$70,000 to \$79,500

TO APPLY

Complete the employment application form for **Development Officer – Individual Giving** by clicking on the link below:

<https://airtable.com/appvwoxldfsTBttiR/shrEbcBRaDK6Aur1x>

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