

FIRST NATIONS

DEVELOPMENT INSTITUTE

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

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 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.

ESSENTIAL FUNCTION/RESPONSIBILITIES

- **Implements and grows monthly giving program:** In coordination with the associate director of development, work to promote and implement 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 sustainer program.
- **General donor communications, major and planned gift acknowledgements and updating database as needed:** 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 major donors and planned giving supporters, including answering the general information email and social media inquiries from donors.
- **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 development in planning online and in-person events and gatherings.
- **General support and coordination:** Provide administrative support to the associate director to ensure efficient and effective department operations.

MINIMUM REQUIREMENTS

- 1-3 years of relevant experience
- Demonstrated experience working with diverse cultures and/or communities of color

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- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment
- Positive attitude and a self-starter
- Proof of completion of a satisfactory reference and documentation of COVID-19 vaccination
- Strong administrative and customer service skills and attention to detail
- 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 school diploma or equivalent certification
- 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

- 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

Salary Range

\$45,000 to \$60,000

Employee Benefits & Perks

First Nations provides a number of employee benefits which include:

- Four-day work week (Monday – Thursday) and paid vacation time starting at 80 hours per year
- Health Insurance with First Nations' contribution that includes vision and dental

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- 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
- Paid sick days for illness or to tend to immediate family health needs
- Flexible work schedules

TO APPLY

Complete the employment application form by clicking on the link below:

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

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