

FIRST NATIONS

DEVELOPMENT INSTITUTE

Position Title: Development Officer (Technical)
Reports To: Associate Director of Individual Giving
Job Level: Full-time/Exempt
Supervises: None

POSITION SUMMARY

First Nations Development Institute (First Nations) is a 44-year-old Native American-controlled nonprofit organization whose mission is to uplift and sustain the lifeways and economies of Native communities through advocacy, financial support, and knowledge sharing.

The Development Officer (Technical) is part of the Individual Giving team and responsible for implementing the direct response marketing strategy for current organizational donors in conjunction with the Associate Director of Individual Giving. The Development Officer supports the development team's efforts in enlisting support from First Nations' current individual donor base; expanding major gift, sustainer, and planned giving donor pipelines; and supporting direct response activities, generating a growing revenue stream for the organization. The Development Officer contributes to developing and implementing messaging to existing donors, continually adapting a strong and compelling case for support.

The position will be based in First Nations' Longmont, CO, office.

ESSENTIAL FUNCTION/RESPONSIBILITIES

- Develop and execute First Nations donor campaigns and other communications (mail and digital): Partner with the Associate Director of Individual Giving and consultants to develop three to four donor campaigns and other mailings annually to First Nations' current donor base, including two newsletters, year-end mailings, annual impact report, and program-related campaigns. Proofread and edit printed and digital components, ensuring that all mailings are error-free. Work closely on strategy with the Associate Director of Individual Giving along with consultants and vendors on the execution of campaigns. Collaborate with communications team on digital strategy. Also, manage strategy and appropriate implementation of external campaigns such as Giving Tuesday and Colorado Gives Day.
- Track and analyze campaign results, implementing improvements based on results: Track campaign results and test packages with the goal of improving response rates and increasing revenue. Track budgets and ROI on each mailing and identify efficiencies, and share campaign results and costs with the Individual Giving team. Develop, oversee, and monitor the direct response marketing expense budget while reporting monthly of any changes and/or deviations from the approved annual budget.

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- Increase retention rates: Create strategies to increase retention rates for current donors, and track and report rates to the Associate Director. Create and regularly update New Donor Welcome Package along with electronic communication as new donors are enlisted.
- Update charity watchdog profiles: Monitor and update First Nations' charity watchdog profiles with a goal of amplifying the organization's track record of success.
- Provide general support: Provide administrative support to the Associate Director to ensure smooth department operations, and assist with training new staff as directed.

MINIMUM REQUIREMENTS

- Available to work in an office setting at minimum two days per week
- Proof of documentation of COVID-19 vaccination
- 1 to 3 years of relevant experience
- Strong communications and interpersonal skills
- Exceptional project management, organizational and time management skills, with an ability to prioritize and manage multiple projects simultaneously, seeing projects to completion on deadline and with quality
- Creativity as well as analytical ability to maximize program outcomes and track for strategic and process improvement
- Self-motivated with the ability to work independently as well as effectively as part of a team, instilling confidence and trust among fellow staff and external constituents
- Strong writing skills, including the ability to proofread and edit content
- High ethical standards, discretion, and confidentiality in working with donor information
- Proficiency with Microsoft Office Suite
- Ability to work well within a diverse team and across departments
- Passion for the organization's mission and advancing Tribal Sovereignty and racial and economic justice
- Some travel required including to 1-2 mandatory all-staff meetings held annually and 1-2 Development team meetings held annually

PREFERRED REQUIREMENTS (in addition to MINIMUM REQUIREMENTS)

- Bachelor's Degree
- Experience with Raiser's Edge fundraising software
- Knowledge of and/or familiarity with the historical and contemporary legal development and workings/status of Tribal Nations
- Experience with Blackbaud Raiser's Edge/RENXT software
- Knowledge of nonprofit organizations and practices and familiarity of Tribal Nations

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MEASURES OF SUCCESS

- Increase in revenue from current donors
- Increase in donor retention rates
- Providing monthly reports on campaign results
- Creating an annual budget for house mailings
- Staying within annual budget
- A high standard of customer service to First Nations supporters
- Charity watchdog sites are maintained and optimized

EMPLOYEE BENEFITS (SUBJECT TO CHANGE FOR PART-TIME EMPLOYEES)

- First Nations' health insurance contribution that could provide full coverage for employee not including family coverage and/or other supplement benefits
- 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 26 to January 1 each year during office closure
- 32-hour work week (Monday-Thursday) and paid vacation time starting at 64 hours per year
- Paid sick days for illness or to tend to immediate family health needs

SALARY RANGE

\$63,669 to \$71,500 annually

Starting salary dependent on experience and skills

TO APPLY

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

[First Nations Employment Application Form](#)

We appreciate your interest in this position at First Nations and look forward to reviewing your application.

First Nations Development Institute is an Equal Opportunity Employer.