

FIRST NATIONS

DEVELOPMENT INSTITUTE

DEVELOPMENT OFFICER (TECHNICAL) – JOB DESCRIPTION

Position Title:	Development Officer (Technical)
Reports To:	Associate Director of Individual Giving
Job Level:	Full-time/Exempt
Location:	Longmont, CO, Office
Supervises:	N/A
Date Reviewed:	April 2024 / Revised August 2024

FIRST NATIONS DEVELOPMENT INSTITUTE: MISSION

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.

POSITION SUMMARY

The **Development Officer (Technical)** plays an integral role in supporting the Associate Director in implementing the direct response marketing strategy for current organizational donors. The Development Officer's primary responsibilities include:

- Enlisting support from First Nations' current individual donor base;
- Expanding major gift, sustainer, and planned giving donor pipelines;
- Supporting direct response activities, generating a growing revenue stream for the organization;
- Developing and implementing messaging to existing donors, continually adapting a strong and compelling case for support.

ESSENTIAL JOB DUTIES

Essential job duties are performed in adherence to First Nations' standards, policies, and procedures, and to local, State, and Federal laws and regulations. Reasonable accommodation may be made, if requested, to enable individuals to perform the essential functions of the job.

This job description is not designed to cover or contain a comprehensive listing of job duties. First Nations is a collaborative organization that relies on teamwork. Other job duties may be assigned as needed.

MANDATORY COVID-19 VACCINATION

First Nations requires all staff to be fully vaccinated against COVID-19. First Nations follows the Centers for Disease Control's (CDC) [COVID-19 vaccination recommendations](#). The selected candidate must

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provide proof of full vaccination against COVID-19 prior to hiring by submitting vaccine documentation to Simone Klein at sklein@firstnations.org.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

With direction from the Associate Director, the Development Officer coordinates and supports First Nations' Individual Giving team including:

- Developing and executing 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.
- Proofreading and editing 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.
- Collaborating with communications team on digital strategy. Also, manage strategy and appropriate implementation of external campaigns such as Giving Tuesday and Colorado Gives Day.
- Tracking and analyzing 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.
- 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.
- Updating charity watchdog profiles: Monitor and update First Nations' charity watchdog profiles with a goal of amplifying the organization's track record of success.
- Providing general support: Provide administrative support to the Associate Director to ensure smooth department operations, and assist with training new staff as directed.

JOB TRAINING & PROFESSIONAL DEVELOPMENT

Under the guidance of the Associate Director, the Development Officer is committed to maximizing training and professional development opportunities afforded by First Nations by:

- Identifying and advocating for training needed to effectively and efficiently carry out the job duties of this position;
- Developing an annual individual training and professional development plan and related timeline; and

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- Setting specific and measurable performance goals annually.
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WORKPLACE CULTURE

The Development Officer is committed to:

- Modeling First Nations' [Mission, Vision, and Guiding Principles](#);
 - Serving First Nations' community partners with an eye to customer service;
 - Contributing positively to a diverse, equitable, and inclusive work environment where team members experience a sense of belonging; and
 - Finding ways to integrate First Nations' [Mission, Vision, and Guiding Principles](#) into meetings and conversations with team members and colleagues.
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EDUCATION AND EXPERIENCE

Minimum Requirements

- 1 to 3 years of relevant experience
- Some travel required including to 1-2 mandatory all-staff meetings held annually and 1-2 Development team meetings held annually
- Available to work in an office setting at minimum two days per week

Preferred Requirements

- Bachelor's Degree
- Experience with Raiser's Edge fundraising software
- Experience with Blackbaud Raiser's Edge/RENXT software

KNOWLEDGE AND SKILL REQUIREMENTS

- 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

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- Passion for the organization's mission and advancing Tribal Sovereignty and racial and economic justice
- Excellent interpersonal, communication, and organizational skills
- Strong administrative ability and attention to detail
- Comfortable learning new software and databases
- Strong written, verbal, and listening communication skills
- Positive attitude and effective in working with people at all levels of experience/proficiency
- Demonstrated ability to work in a team environment
- Competent self-starter who takes initiative and works independently
- Strong administrative ability with keen attention to detail
- Ability to organize, prioritize, and manage multiple projects, and work under pressure to meet deadlines on multiple job assignments
- Strong analytical and problem-solving skills
- Positive attitude, good teamwork skills, and the ability to work closely with people at all levels of experience and proficiency
- Passion for the organization's mission and advancing Tribal Sovereignty and racial and economic justice
- Knowledge of and/or familiarity with the historical and contemporary legal development and workings/status of Tribal Nations
- Knowledge of and/or familiarity with environmental justice and equity concepts

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

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Regular computer use throughout the day, ability to sit for lengthy periods of time
- Stand and walk for periods of time up to one hour during an 8-hour day
- Capable of communicating and interacting with leadership, staff, and associates
- Noise in the work environment is usually moderate
- Lift, push, pull, or carry various objects of 1-10 pounds on occasion
- Availability to travel frequently

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- Hybrid work schedule possible after first 90 days of employment (two days in office, two days at home)

First Nations makes every effort to provide reasonable accommodation to staff to perform their essential job functions.

EMPLOYEE BENEFITS

First Nations provides competitive employee benefits which include:

- Health insurance with First Nations' contribution that includes vision and dental
- Employee life insurance with optional supplemental insurance for self/immediate family
- 403b Retirement Plan with up to 3% employee salary match by First Nations
- Flexible Spending Account
- 9 paid holidays per year
- Paid time off from December 25 to January 1 each year during office closure
- 32-hour work week (Monday-Thursday); paid vacation time starting at 64 hours per year
- Paid sick leave, 64 hours annually, for illness or to tend to immediate family health needs

Employee perks include:

- Flexible, hybrid work schedules
- Professional development opportunities
- Learning environment
- Opportunities for advancement
- Fun and friendly environment

The salary range for this position is \$63,669 to \$71,500 annually.

Starting salary is dependent on experience and skills.

TO APPLY FOR THIS POSITION

- Complete the job application form at: [First Nations Employment Application Form](#).
You will be asked to upload your cover letter, resume, and three references in the job application.

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

First Nations Development Institute is an Equal Opportunity Employer.