

FIRST NATIONS

DEVELOPMENT INSTITUTE

ASSOCIATE DIRECTOR - JOB DESCRIPTION

Position Title:	Associate Director of Institutional Development
Reports To:	Vice President of Development
Job Level:	Exempt
Location:	Albuquerque, NM or Longmont, CO
Supervises:	Senior Program Officer
Date Reviewed:	June 2026

POSITION SUMMARY

First Nations Development Institute (First Nations) is a 45-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.

First Nations' Institutional Development department is a fundraising arm of the Development team that focuses on working with corporations, foundations, tribes, and federal funders. We build new partnerships, strengthen relationships, and provide education and awareness on philanthropy in Indian Country. We nurture trust and responsibility with our funders, supporters, and community partners by exercising transparency, high ethical standards, and accurate and timely communications. We believe in the honor of receiving and the responsibility of giving, and that the connection between both makes all things prosper.

The Associate Director of Institutional Development provides strategic oversight and leads the planning, organization, and execution of institutional development initiatives aligned with the organization's values and priorities. This role collaborates with the Vice President of Development to co-develop and implement a comprehensive fundraising strategy with a primary focus on institutional giving. The Associate Director works cross-functionally with Development, Programs, Finance, and Communications teams to advance fundraising efforts and strengthen organizational capacity as part of a growing development department.

COVID-19 VACCINATION POLICY

First Nations is committed to maintaining a safe and healthy workplace and follows the Centers for Disease Control and Prevention (CDC) [COVID-19 vaccination guidance](#). We reserve the right to request proof of COVID-19 vaccination, and similar vaccines, from candidates and employees, in accordance with applicable laws and company policy.

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ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Strategic Fundraising:

- In alignment with First Nations' values, collaborate with the President & CEO, Vice President of Development, and development team to design and implement a comprehensive annual fundraising plan to achieve revenue goals
- Support the growth of institutional development by securing funding from new partners and expanding support from existing funders
- Strengthen and expand the institutional giving program by developing and executing strategies to meet revenue targets, while effectively managing program expenses
- Oversee grant compliance by tracking deliverables and ensuring timely, accurate submission of all required reports, in coordination with Finance and the Vice President of Development
- Leverage fundraising technologies (e.g., Raiser's Edge, Airtable, shared drives) to optimize processes and maintain data integrity in alignment with best practices
- Meet individual and organizational fundraising goals
- Engage consultants and external experts, as needed, to ensure institutional development resources—both human and financial—are effectively utilized to achieve organizational objectives
- Lead institutional development operations by supervising staff, managing the fundraising budget, implementing strategic plan initiatives, and providing regular updates on progress and outcomes

Staff Management and Development:

- Provide leadership, supervision, and professional development for Institutional Development staff.
- Lead recruitment, hiring, and onboarding of new team members.
- Set clear expectations and provide ongoing direction aligned with organizational priorities and strategies.
- Facilitate regular team meetings and maintain consistent communication.
- Establish measurable performance goals, monitor progress, and support accountability.
- Deliver regular feedback, coaching, and mentorship to team members.
- Conduct formal performance evaluations and support continuous improvement.
- Address team challenges proactively and resolve conflicts as needed.
- Identify and prioritize annual training and capacity-building needs.
- Partner with staff to develop and implement individualized professional development plans.

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EDUCATION AND EXPERIENCE

Minimum Requirements

- Bachelor's degree.
- At least 3 to 5 years of development experience, including at least 1 to 2 years as a manager.
- Experience developing and overseeing an institutional development program, and working with institutional funders (e.g., foundations, corporations, tribes, federal agencies.)
- Knowledge of American Indian and Alaska Native policy issues.
- Strong computer and database skills, including, but not limited to MS Office Suite (e.g., Outlook, Word, Excel, and PowerPoint.)
- Must successfully pass a background check.
- An equivalent combination of education and/or experience may be considered.

Preferred Requirements

- Master's degree in relevant field.
- 5 to 7 years of relevant experience in nonprofit development.
- 3 to 4 years of management and leadership experience.
- Experience and knowledge regarding nonprofit organizations and best practices.
- Knowledge of and familiarity with Tribal Sovereignty and the historical and contemporary legal development and workings/status of Tribal Nations (highly desirable).
- Demonstrated experience working with diverse cultures/audiences, and specific experience with American Indian, Alaska Native and/or Native Hawaiian communities and cultures.

KNOWLEDGE AND SKILL REQUIREMENTS

- Demonstrated management and strategic planning skills, with the ability to allocate limited resources effectively and creatively
- Excellent communication skills, including strong writing, verbal, and active listening abilities, with experience engaging diverse audiences
- Ability to think critically, respond quickly, write clearly, and negotiate effectively
- Strong organizational skills with the capacity to manage multiple priorities and meet competing deadlines
- Advanced analytical, problem-solving, and decision-making skills, with the ability to translate analysis into action
- Professional presence and ability to effectively represent First Nations with funders, community partners, and the public

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- Understanding of and commitment to First Nations' empowerment philosophy, mission, and work within Native American communities
- Comfortable working in a dynamic environment that may require extended hours, collaboration with diverse groups, and travel
- Demonstrated interpersonal skills, including patience, thoughtfulness, and a sense of humor.
- Strong customer service orientation and ability to build relationships across varying levels of experience and backgrounds
- Proven ability to work both independently and collaboratively in a team environment
- Self-motivated with a high degree of initiative and accountability
- Strong administrative and project management skills with exceptional attention to detail

MEASURES OF SUCCESS

1. First Nations' fundraising program is aligned with First Nations' values and organizational goals.
2. Attainment of annual revenue/fundraising goals.
3. Program timelines and expectations are met.
4. Budget parameters are met.
5. Evaluations represent expected outcomes.
6. Teamwork and collaboration with all colleagues on the Development team.
7. Institutional development staff receive frequent feedback and appropriate coaching, annual performance evaluation, and training and development.
8. Maintains compliance with all regulations, including First Nations' standards, policies, and procedures.
9. Demonstrates teamwork and collaboration with all colleagues.
10. Communicates and interacts effectively with leadership, staff, and vendors.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Prolonged periods of sitting and working at a computer, with regular daily computer use.
- Ability to stand and walk for up to one hour at a time during an 8 to 10 hour workday.
- Ability to communicate effectively, including talking, seeing, and hearing, to engage with staff, leadership, and external partners.
- Work is typically performed in a moderate-noise office environment.
- Occasional physical activity, including walking, bending, kneeling, and stooping.
- Ability to lift, push, pull, or carry objects weighing up to 15 pounds on an occasional basis.
- Role may require occasional extended work hours, time outside the office, and travel.
- Ability to travel occasionally (typically one to two times per month).

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- Hybrid work schedule may be available after the first 90 days of employment (e.g., two days in office and two days remote)

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

The salary range for this position is \$81,000 to \$117,500 annually.

Starting salary is dependent on skills and experience.

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.
- Requests for reasonable accommodation may be directed to First Nations' Human Resources department.

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.