

FIRST NATIONS

DEVELOPMENT INSTITUTE

DEVELOPMENT OFFICER – JOB DESCRIPTION

Position Title:	Development Officer
Reports To:	Senior Director of Individual Giving
Job Level:	Exempt
Location:	Albuquerque, NM or Longmont, CO
Supervises:	N/A
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.

The Development Officer supports the strategic fundraising efforts of First by enlisting support for the organization's key programs and initiatives with an emphasis on individual, planned, and monthly gifts. The Development Officer identifies, cultivates, solicits, and stewards individual donors and prospects in accordance with goals set in First Nations' strategic plan. The Development officer develops brief proposals and reports to funders to demonstrate impact of investments and spends the majority of time interacting with supporters through virtual and in-person visits. The Development Officer will work collaboratively with the individual giving team to ensure departmental goals are achieved.

MANDATORY COVID-19 VACCINATION

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.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Essential job duties are performed in adherence to First Nations' standards, policies, and procedures, and to local, State, and Federal laws and regulations.

- Identifies, cultivates, solicits, and stewards major gifts, planned giving donors, and prospects through virtual and in-person visits and other forms of direct personal contact
- Tracks and reports on assigned goals to meet organization's objectives

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- Maintain a portfolio of approximately 150 donors and prospects
- Manage information-tracking processes regarding acknowledgement, recognition, ongoing communication and continued cultivation of donors in portfolio
- Provide input to development team on campaigns to support mission
- Establish and maintain collaborative working relationships with First Nations' program teams, development colleagues, and consultants to maximize total gift revenue to advance First Nations' mission
- Assist in short- and long-range planning activities to create and implement goals and objectives
- Assist in developing strategies to engage supports in First Nations' mission
- Make effective use of the First Nations' databases and other resources to ensure appropriate management of donors and prospects
- Conduct research to identify prospects, with an emphasis on major gifts exceeding and creates strategies to match prospects' interests to the strategic priorities of the First Nations
- Be available and willing to perform other tasks assigned by direct supervisor

Please note this job description is not designed to cover or contain a comprehensive listing of activities. First Nations is a collaborative organization that relies on teamwork. Job duties listed are not intended to be all-inclusive; Employee may be required to perform other job-related duties as assigned.

EDUCATION AND EXPERIENCE

Minimum Requirements

- Bachelor's degree.
- 1 to 3 years of experience working in individual giving or on other fundraising initiatives
- Strong computer skills, including MS Office Suite (e.g., Outlook, Word, Excel, PowerPoint, Teams) and selected fundraising and project management software
- Availability to travel frequently as needed (up to 14 times per year to include mandatory First Nations' meetings).

Preferred Requirements

- 3 plus years of experience working in individual giving or on other fundraising initiatives
- Experience with Blackbaud Raiser's Edge fundraising and RENXT software
- Experience working in a nonprofit organization
- 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)

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- 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

- Demonstrate experience working with diverse cultures/audiences, and specific experience with American Indian, Alaska Native and/or Native Hawaiian communities and cultures.
- High ethical standards, discretion, and confidentiality in working with donor information.
- Strong customer service focus, center First Nations' values of kindness, respect, and trust.
- Excellent interpersonal, communication, and organizational skills.
- Competent self-starter who takes initiative and works independently.
- Strong administrative ability with keen attention to detail.
- Ability to organize and meet deadlines for a wide variety of job assignments simultaneously, with minimum supervision.
- Strong written and verbal communication skills.
- Skilled in presenting to and facilitating meetings in business or conference settings.
- Positive attitude, good teamwork skills, and the ability to work closely with people at all levels of experience and proficiency.

MEASURES OF SUCCESS

1. Increasing revenue from current donors
2. Increasing donor retention rates
3. Providing a high standard of customer service to First Nations' supporters
4. Conducts consistent and accurate data entry
5. Maintaining up-to-date and accurate individual giving records
6. Complies with all First Nations' standards, policies, and procedures
7. Demonstrates teamwork and collaboration with all colleagues
8. Modeling First Nations' [Mission, Vision, and Guiding Principles](#)

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Prolonged periods of time sitting at a desk and working on a computer.
- Moderate noise consistent with general office environment.
- Talk, see, and hear to interact with employees and other individuals on a frequent basis.
- Occasional walking, bending, kneeling, stopping, and crawling.
- Lift, push, pull, or carry various objects weighing up to 15 pounds on occasion.
- Availability to travel frequently.
- Hybrid work schedule possible after first 90 days of employment (two days in office, two days at home)

EMPLOYEE BENEFITS

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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 \$57,790 to \$81,900 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.