

FIRST NATIONS

DEVELOPMENT INSTITUTE

SENIOR DEVELOPMENT OFFICER – MAJOR GIFTS

Position Title:	Senior Development Officer
Reports To:	Senior Director of Individual Giving
Job Level:	Exempt
Location:	Longmont, CO, Office or Albuquerque, NM, Office
Supervises:	TBD
Date Reviewed:	September 2026

FIRST NATIONS DEVELOPMENT INSTITUTE: MISSION & VISION

First Nations Development Institute (First Nations) is a 46-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 **Senior Development Officer – Major Gifts** supports the Senior Director of Individual Giving in strategic planning, cultivating of major gifts, team leadership; and strategic fundraising efforts with an emphasis on individual, planned, and monthly gifts.

This is a principal role focused on driving major strategic fundraising initiatives and managing high-impact donor portfolios; handling the most complex, high-value principal or major gift prospects; and acting as a subject matter expert, guiding strategy and mentoring other members of the individual giving team.

The Senior Development Officer identifies, cultivates, solicits, and stewards individual donors and prospects in accordance with goals set in First Nations' strategic plan. The position 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 Senior Development Officer works collaboratively with the individual giving team to ensure departmental goals are achieved.

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). We reserve the right to request proof of COVID-19

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vaccination, and similar vaccines, from candidates and employees as part of the hiring process, in accordance with applicable laws and company policy.

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.

- Identifies, cultivates, solicits, and stewards major gift and 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.
- Maintains a portfolio of approximately 150 donors and prospects.
- Manages information-tracking processes regarding acknowledgement, recognition, ongoing communication, and continued cultivation of donors in portfolio.
- Provides input to development team on campaigns to support mission.
- Establishes and maintains collaborative working relationships with First Nations' program teams and other development colleagues and consultants to maximize total gift revenue to advance the organization's mission.
- Assists in short- and long-range planning activities to create and implement goals and objectives.
- Assists in developing strategies to engage supporter in First Nations' mission.
- Makes effective use of the organization's databases and other resources to ensure appropriate management of donors and prospects.
- Conducts research to identify prospects, with an emphasis on major gifts and creates strategies to align prospects' interests with the strategic priorities of the organization.
- Is 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.

MINIMUM REQUIREMENTS

- Bachelor's degree (ideally in Nonprofit Management, Business Administration, Communications, or related field)
- Three to five years of experience working in individual giving or on other fundraising initiatives
- Strong computer skills, including MS Office Suite (Outlook, Word, Excel, PowerPoint, Teams) and selected fundraising and project management software
- Experience with Blackbaud Raiser's Edge fundraising and RENXT software

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- Experience working in a nonprofit organization
- Frequent travel is required

PREFERRED REQUIREMENTS

- Five to seven years of experience working in individual giving and other professional or donor relations experience

KNOWLEDGE AND SKILL REQUIREMENTS

- Demonstrated 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, centering First Nations' values of kindness, respect, and trust.
- Excellent interpersonal, communication, organizational skills, time management, and planning skills.
- Must be able to properly prioritize and meet conflicting deadlines while working both independently and as part of a team.
- High aptitude for databases, data management, and attention to detail
- Creative problem solver and results oriented
- 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. Increases revenue from current donors
2. Increases donor retention rates
3. Successfully progresses prospects through the donor cycle – from initial identification and qualification to solicitation, cultivation, , and stewardship
4. Has ability to renew existing major donors and increase their annual giving amounts over time
5. Provides high standard of customer service to First Nations' supporters
6. Conducts consistent and accurate data entry
7. Maintains up-to-date and accurate individual giving records
8. Complies with all First Nations' standards, policies, and procedures
9. Demonstrates teamwork and collaboration with all colleagues
10. Models First Nations' [Mission, Vision, and Guiding Principles](#)

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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; up to 75% of your work schedule.
- 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 to 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 \$73,600 to \$105,900 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.

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- 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.