

FIRST NATIONS

DEVELOPMENT INSTITUTE

SENIOR COMMUNICATIONS OFFICER – COPYWRITER JOB DESCRIPTION

Position Title:	Senior Communications Officer – Copywriter
Reports To:	Director of Communications
Job Level:	Exempt
Location:	Albuquerque, NM, or Longmont, CO
Supervises:	TBD
Date Reviewed:	August 2026

POSITION SUMMARY

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.

The **Senior Communications Officer-Copywriter** plays an integral role in meeting First Nations' marketing and communications goals through the optimization of digital and print materials. The position is responsible for supporting the Communications team by curating, writing, editing, and proofreading materials in line with the communications strategy. The position helps plan, direct, and coordinate communication efforts across various channels to maintain consistent messaging aligned with organizational strategic objectives.

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.

- Curate, write, edit, and proofread content and copy as assigned, and provide thought leadership for the development and production of new content.
- Advance First Nations' strengths in storytelling and uplifting community partners.

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- Contribute to messaging and content creation that underscores First Nations' impact and depth of research; adheres to First Nations' brand and voice; and helps meet digital outreach metrics in terms of audience engagement and reach.
- Work closely with First Nations' communications team in helping determine and meet deliverables.
- Serve in a significant writing role with attention to detail for accuracy, consistency, voice, and brand.
- Adhere to, help implement, and update First Nations' style and messaging guide to ensure consistent voice and identity of the organization.
- Collaborate with program staff to identify and write Impact Stories that engage funders, donors, and media.
- Collaborate with program officers to create communications plans for specific projects that meet funder requirements and support future funding.
- Support the production and publication of First Nations' resources and reports to ensure quality, accuracy, and brand alignment.
- Maintain confidentiality of sensitive data and company information.
- Supervise future direct reports: set direction and goals; provide feedback and coaching on performance; conduct annual performance evaluations; and ensure professional and career development and training as appropriate.

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 in English, journalism, or related field
- 7 to 10 years of experience in marketing or communications
- Experience managing websites and email-distribution platforms, and/or working with website and other technology vendors and consultants, including WordPress and RE/NXT
- Exceptional writing, grammar and editing skills
- Must successfully pass a background check
- An equivalent combination of education and/or experience may be considered

Preferred Requirements

- 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

- Excellent customer service and communication skills including written, verbal, and active listening
- 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 to meet deadlines
- Strong analytical and problem-solving skills

MEASURES OF SUCCESS

1. Ensures excellence in First Nations' digital and print content
2. Upholds the communications department's role as a supportive asset to First Nations' program teams
3. Maintains complete and accurate files and records of communications department timelines and deliverables
4. Provides excellent client service to First Nations' teams toward an overall goal of best serving Native communities
5. Maintains compliance with all regulations, including First Nations' standards, policies, and procedures
6. Demonstrates teamwork and collaboration with all colleagues
7. Communicates and interacts effectively with leadership, staff, and vendors

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.
- Occasional walking, bending, kneeling, stooping, and crawling.
- Lift, push, pull, or carry various objects weighing up to 15 pounds on occasion.
- Availability to travel frequently (2-3 times per month).
- Hybrid work schedule possible after first 90 days of employment (two days in office, two days at home).

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

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- 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 \$73,490 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.
- 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.