

NATIONAL INDIAN CHILD WELFARE ASSOCIATION

Job Description Development Director

Position Title: Development Director
Supervisor: Executive Director
Department: Development

FLSA Status: Exempt, salaried
Classification: Regular, Full-time
Location: Portland, Oregon
Salary: \$90,845-\$106,945

Position Summary:

The development director for the National Indian Child Welfare Association (NICWA) leads the overall fundraising and membership solicitation efforts including, but not limited to, individual gift solicitation, corporate solicitations, annual fund development, membership solicitations, corporate and foundation grants, tribal solicitations, fundraising event activities, and development communications. The development director works closely with key organizational partners including the management team, board of directors, and board of trustees in building a culture of philanthropy across the organization and NICWA's stakeholders. The position will work remotely on Mondays and Fridays, and report to our Portland, Oregon office Tuesday-Thursday.

Primary Responsibilities:

- Leads staff, management, board, and trustees in creating a strategic short and long-term development and membership engagement plan aligned with the organization's goals, timeline, and budget
- Identifies and leverages new opportunities for funding growth and diversifying revenue, while simultaneously managing development operations, including working as the primary contributor to meet and surpass the organization's annual fundraising goals
- Manages and cultivates a strong development team while providing coaching and support to staff, board, and fundraising volunteers to achieve departmental and organizational goals
- Serves as a member of the management team and, through a shared leadership approach, provides organizational leadership in areas of functional responsibility

Essential Functions:

- Annually develops a comprehensive plan aligned with the goals and objectives approved by the board and rooted in industry standards to further diversify organizational funding and increase member engagement and retention, while concurrently developing and managing departmental budget(s) that reflect the plan's strategies
- Manages the engagement of key leadership, including management team, board of directors, and board of trustees, in development and membership solicitation activities by establishing individualized fundraising and membership goals
- Oversees departmental monitoring and reporting activities; contributes to management team dashboard, reports to board of directors, and reports to all staff
- Acts as an ambassador of NICWA for outside groups, events, and donor/member engagement
- Leads the solicitation and cultivation of annual fund individual donors, including managing a major gifts portfolio
- Facilitates strategy development and oversees and participates in cultivation and solicitation of tribal funders
- Facilitates strategy development and manages corporate and private foundation grant identification, development, and submission
- Participates in cross-departmental federal grant development
- Leads and manages annual conference and other event fundraising activities

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- Coordinates with communications team in developing messaging related to solicitation, recognition, and cultivation activities
- Develops internal systems and infrastructure to support the work of the department; keeps pace with industry changes
- Supervises development staff by assisting with hiring and onboarding; setting clear performance expectations; providing appropriate feedback, coaching, and training; implementing organizational policies and procedures; preparing timely performance/introductory evaluations; and, if necessary, handling disciplinary actions

Additional Responsibilities:

- Performs other duties and assignments as directed
- Participates in NICWA activities and teams as required

Supervision:

This position works under the direct supervision of the executive director.

This position provides supervisory responsibilities to the annual giving manager and development project coordinator

Core Competencies for all NICWA employees:

- Models ethics, integrity, and accountability
- Exercises sound judgement
- Adheres to accuracy and quality standards
- Contributes to NICWA's learning community
- Manages workload effectively
- Manages adversity
- Develops strategic perspectives
- Displays professional effectiveness
- Promotes NICWA's mission, vision, philosophy, and goals
- Builds organizational knowledge
- Maintains constituent focus and builds constituent knowledge
- Champions change
- Builds relationships
- Communicates effectively and powerfully
- Fosters collaboration and teamwork
- Inspires and motivates others to high performance
- Abides by NICWA policies, procedures, and organizational structure
- Supervisors are expected to:
 - Staff effectively, utilize talent, and empower staff
 - Foster a culture of continuous improvement by offering recognition and rewards

Qualifications:

- Bachelor's degree required with emphasis in communications, economics, business, marketing, or related field. Master's degree in nonprofit management, public administration, or related field is preferred
- Five to eight years of relevant work experience in fundraising, communications, business administration/management, public administration, nonprofit management, or other relevant work experience required
- Strong knowledge of Native culture and social service systems with demonstrated working experience with tribal organizations, tribal service systems, and tribal government structures

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- At least three years of supervisory experience
- Required knowledge of fundraising, all types (generalist)
- Preferred knowledge of organizational development and market trends
- Experience with personnel management and coaching
- Ability to speak, especially unplanned, during presentations and events
- Ability to organize workload and prioritize and manage projects for position, team, and organization
- Demonstrated ease in making personal funding requests/asks
- Advanced analytical and reasoning skills to develop case statements for fundraising solicitations, including proposal development
- Demonstrated knowledge, experience, and ability to actively cooperate in a team environment, both in leadership and peer relations, and motivate others to do the same
- Excellent interpersonal, communication (including listening, writing, speaking), customer service, and time management skills essential
- Proficiency with operating a variety of office equipment, computer hardware/software applications (specifically Microsoft Office products), and fundraising and donor management software (like Raiser's Edge) is required
- Possesses strong editing and grammatical skills with attention to detail
- Ability to analyze and problem-solve

Travel Requirements:

Has ability to travel up to 15% –20% of the work year, including local travel and overnight travel outside of the area.

Working Environment:

This role operates in an office environment, and routine uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical Demands:

Frequently involves sitting or standing for long periods of time. May require the ability to lift laptops, files, open filing cabinets, walking, bending, stooping, or reaching. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this position with or without reasonable accommodation.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as exhaustive; duties, responsibilities and activities may change with or without notice.

NICWA is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, sex, disability, veteran, or any protected status.

To Apply:

Complete application materials include: a cover letter, resume, and NICWA's employment application (which can be found at <https://www.nicwa.org/employment/>). The position will remain open until filled, with

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the first round of applications reviewed on January 16, 2023. Please send completed application materials to Mariah Garcia at mgarcia@nicwa.org.

Paper application materials may be mailed to:

NICWA

Human Resources Department

5100 S Macadam Avenue, Suite 300

Portland, OR 97239