



NATIVE GOVERNANCE CENTER

Development Director

The Opportunity

Native Governance Center is hiring a Development Director. This position will direct the organization's development and communications strategies.

Native Governance Center is a Native American-led nonprofit organization located in St. Paul, Minnesota. Our mission is to assist Tribal nations in strengthening their governance systems and capacity to exercise sovereignty. Tribes are working to rebuild their governments in ways that work for their Tribal citizens and align with their culture and history. Native Governance Center assists Tribes in their effort to improve governance through two main program areas: leadership development and Tribal governance support. We serve both elected Tribal leaders and grassroots Native leaders (including Native youth).

Position Summary

Reporting to the executive director, the development director's primary responsibilities include planning and directing Native Governance Center's fundraising and communications strategies, in addition to directing a team in executing activities to support those strategies. The director works closely with the executive director and board of directors in all development endeavors. Native Governance Center is a startup with big fundraising goals. We are looking for a development director who is excited to help build a program and an organization, and who comes with significant experience and can hit the ground running.

Responsibilities

Plan and direct fund development activities

- Collaborate with the board of directors and executive director to create a fund development plan which increases revenues to support the strategic direction of the organization.
- Implement the fund development plans in accordance with ethical fundraising principles.
- Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved.
- Monitor trends in the community or region and adapt fundraising strategies as necessary, with an eye toward new opportunities and diverse funding streams.
- Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fundraising processes are carried out in a timely manner.
- Develop policies and procedures for the development department that reflect ethical fundraising practices.



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Manage department budget

- Develop and an annual income and expenditure budget for the development and communications program.
- Prepare regular reports on progress, budgets, and receipts and expenditures related to fundraising and the management of the fund development activities.
- Monitor expenses and analyze budget reports on fund development and recommend changes as necessary.

Promote the organization and build community engagement

- In collaboration with the Development and Communications Manager, develop and direct a comprehensive communications plan to promote the organization to its donors and maximize public awareness of the work of the organization.
- Build relationships with community stakeholders to advance the mission and fundraising goals of the organization.
- Build and foster an understanding of philanthropy within the organization.

Required Qualifications

- Strategic thinker; able to see the big picture and envision creative possibilities.
- Compassionate and empathetic teammate and supervisor.
- Demonstrated experience leading a team, and planning and managing a budget.
- Demonstrated experience building and leading a development program with a focus on growing a network of, and gifts from, individual donors.
- Demonstrated knowledge, skills, experience and understanding of working in Indian country and with Native constituents, and of the critical importance of this organization's mission and vision.

Preferred Qualifications

- Experience with Salesforce or similar CRM database
- Experience working in a startup or similar environment
- Experience working with diverse communities

Additional Information

- Reports To: Executive Director
- Team includes: Development and Communications Manager
- Job Type: Full Time, Salary
- Location: St Paul, MN
- Travel: Approximately 35%



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Compensation

Salary is benchmarked at \$80,000 - \$90,000 DOE. Benefits package includes full medical, dental and vision for employee and family, retirement with employer match and straight contribution, generous paid time off including paid holidays, relocation support, and more.

How to Apply

If interested in this opportunity, please submit a cover letter and resume to hello@nativegov.org. The application deadline is April 26, 2019.