

NATIVE GOVERNANCE CENTER POSITION DESCRIPTION

JOB TITLE: Director of Advancement and Strategy

POSITION SUMMARY: The Director of Advancement and Strategy will lead the development and implementation of a cohesive strategy encompassing fundraising, marketing, communications, and relationship cultivation to advance NGC's mission and ensure its sustainability. An important focus of this role will be building and nurturing strong fundraising relationships with both Tribal nations and individual donors in addition to stewarding and securing grants focused on NGC's mission. The Director will be responsible for planning and executing fundraising initiatives targeted towards these key groups, while also leading efforts to enhance NGC's visibility, influence, and impact within the community and beyond, fostering a broad culture of philanthropy. This position requires travel up to 20% of the time.

SUPERVISORY RESPONSIBILITIES: Communications & Advancement Specialist

ESSENTIAL JOB FUNCTIONS:

Reasonable accommodations may be made to enable qualified individuals to perform the essential functions. The following list is not designed to comprise a comprehensive listing of activities, duties or responsibilities that may be required for this job. Duties, responsibilities and activities may change at any time with or without notice.

Growth and Advancement

- Develop and execute annual and long-term plans for growth and sustainability that align with strategic priorities, integrating fundraising, marketing, and communications strategies.
- Direct and implement a diversified portfolio of revenue-generating initiatives, including major giving, grants, corporate partnerships, individual contributions, and earned revenue opportunities.
- Oversee the creation and deployment of marketing and communications strategies to enhance the organization's visibility, strengthen its brand, and support fundraising efforts.
- Foster and steward relationships with community stakeholders, donors, and partners to advance the mission and organizational goals.
- Identify and act on opportunities to strengthen the organization's reach and reputation, leveraging innovative communication tools and community engagement strategies.
- Oversee the full fundraising lifecycle, from prospect identification and cultivation to solicitation, stewardship, and reporting.
- Collaborate with program and finance teams to ensure alignment and compliance throughout the grant application and administration process.
- Regularly evaluate the effectiveness of growth and advancement efforts and report progress to the Executive Director, Board of Directors, and staff.

Organizational Leadership

- Contribute to the direction and success of NGC as a member of the leadership team; foster a culture of collaboration and commitment to the mission, vision, and values of the organization.
- Partner with the leadership team to guide the organization through growth and challenges in line with its values.
- Establish and maintain relationships with key individuals, resource experts, and partner organizations to further NGC's mission.
- Collaborate with team members to establish infrastructure, systems, and policies necessary for a highly effective and scalable organization.
- Other duties as assigned or required to meet program and organizational needs.

QUALIFICATIONS:

Desired Skills and Abilities

- Excitement for the mission of NGC and desire to work according to its stated values of honoring sovereignty, practicing humility, being a good relative, centering Indigeneity, and embracing fun.
- Expertise in strategy development and deployment, with the ability to define organizational goals and assess internal and external environmental factors.
- Understanding of current fundraising philosophies and practices, with established relationships in the funder community.
- Knowledge of best practices in marketing and communications for nonprofit growth and development.
- Ability to effectively present information and engage with donors, board members, and other stakeholders.
- Strong communication and relationship-building skills, with an ability to prioritize, negotiate, and work with diverse internal and external stakeholders.
- Commitment to integrating a DEI (diversity, equity, and inclusion) and Indigenous lens in all job duties.
- Ability in leveraging various technology programs and tools, including CRM software, for managing growth initiatives.
- Ability to travel independently around the United States and work productively in a home office.

Education, Training, and Experience

- Bachelor's degree or equivalent combination of education, training, and experience.
- Five to Seven years of professional experience, with a strong background in fundraising, marketing, or communications.
- Proven track record of building relationships with individuals and organizations to secure funding and partnerships.
- Experience of fundraising for long-term capacity-building initiatives.
- Experience supervising staff and supporting their professional development.
- A history of successfully generating new revenue streams and improving organizational growth and visibility.
- Ability to easily adapt to organization-specific programs and tools for cross-functional project management.
- Knowledge of Native led non profits and Tribal nations a plus

Typical physical requirements:

Essential tasks for this position are typically performed on a computer, with some travel and transporting of supplies.

- Repetitive motion of hands, fingers, wrists for 4 to 8 hours per day.
- Computer screen use for up to 7 hours per day.
- Communicating with others to exchange information.
- Travel up to 20% of the time, by car and plane (valid driver's license required).
- Lift up to 25 lbs when transporting supplies to/from events or shipping materials.

CLASSIFICATION: Exempt