

NATIVE GOVERNANCE CENTER POSITION DESCRIPTION

JOB TITLE: Communications & Advancement Specialist

POSITION SUMMARY: The Communications & Advancement Specialist is responsible for managing and developing the communication strategies to promote Native Governance Center's story, resources, and opportunities. The Communications & Advancement Specialist will play a vital role in sharing our mission and impact while supporting our advancement, marketing and communication efforts. This position will be responsible for developing and executing engaging communications strategies across various platforms and assisting with fundraising initiatives to ensure the organization's sustainability and growth. Job duties are centered on guiding marketing, communications, and fundraising. Must be able to travel up to 20% of the time and have access to high-speed internet.

SUPERVISORY RESPONSIBILITIES: None

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.

- Generate content for, design, and produce organizational communications (including newsletters,, thought-leadership pieces, social media, website, and other multimedia) producing a consistent, purposeful, and impactful message
- Management of social media at NGC. Plan, create, schedule, and monitor engaging content across all social media platforms, growing our online presence and fostering community engagement.
- Maintain and update the organization's website content, ensuring accuracy, clarity, and a positive user experience.
- Develop program materials, slide templates, letterhead, and other materials that reflect NGC's overall brand strategy while accounting for individual program identities
- In collaboration with programming staff, develop, coordinate, and produce targeted communications for segmented audiences in collaboration with NGC staff and programs; proofread and provide meaningful feedback to programming departments
- Leads community giving and outreach campaigns, including Give to the Max Day, spring sustainer appeal, year-end appeal, and the Annual Report
- Supports fundraising efforts, including appeal mailings, thank you letters, and integrated sponsorship program
- Manage communications logistics and marketing, including event registration, technical requirements, materials and supplies, and venue and vendor relationships.
- Media Relations: Assist in developing and maintaining relationships with media contacts, drafting press releases and media advisories, and coordinating media inquiries.
- Brand Management: Ensure consistent brand messaging and visual identity across all communications.
- Attend community events to increase NGC's visibility and outreach.
- Participates in setting and meeting individual, team, and organizational goals.
- 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.
- Ability, initiative, and motivation to work productively in a home office and communicate clearly and often with remote team members through email, phone, and video calls. Access to high-speed internet is required.
- Ability to organize workflow by priorities and quickly adjust workflow for change, delays, or unexpected events.
- Excellent written and verbal communication skills with an ability to interact with diverse groups of people.
- Understand the range of personal, spiritual, and cultural protocols around communications and photos in Indian Country and be able to differentiate between general communications best practices and Indian Country communications best practices
- A proactive approach to problem-solving with strong critical thinking skills.
- Excellent time management, prioritization, and organizational skills.
- Capacity to coordinate events, both in-person and virtual, involving multiple logistical components.

Education, training, and experience:

- Bachelor's degree or equivalent combination of education, training, and experience.
- At least five to seven years experience working in a professional communication, marketing, or fundraising position
- Experience creating, posting, and managing social media content
- Experience with graphic design and creating communications pieces
- Advanced Microsoft Office or Google Suite skills, with an ability to become familiar with organization-specific programs and software, such as Adobe Creative.

Preferred:

- Advanced degree in graphic design and/or communications
- Experience with Salesforce or other CRM database
- Strong technical skills and experience with WordPress, Mailchimp, Hootsuite, Google Analytics, Facebook, Twitter, Instagram, LinkedIn, and YouTube.
- Experience working in or with Indigenous communities

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 8 hours per day.
- Communicating with others to exchange information.
- Travel up to 20% of the time.
- Lift up to 25 lbs when transporting supplies to/from events or shipping materials.

CLASSIFICATION: Exempt

ACKNOWLEDGEMENT:

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Native Governance Center.

Employee Signature _____ Date _____

Printed Name _____

About NGC

Native Governance Center is a Native-led nonprofit dedicated to assisting Native nations in strengthening their governance systems and capacity to exercise sovereignty. Visit our website to learn more about our programs and workplace culture. **You also must be located in the United States** and have a valid driver's license. See the job description on our Careers page for the full list of required skills and experience.

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What You'll Be Doing:

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What Skills You Need for Success:

- **Storytelling:** Being able to create compelling narratives and visuals that resonate with our audience is key to effective communication at NGC. Centering your work around honoring Tribal sovereignty and self-determination for Native nations.
- **Excellent communication:** This includes both written and verbal communication, as well as the ability to create engaging content for various platforms.
- **Strategic Planning:** Understanding how to develop and implement effective communication strategies is crucial
- **Technology savvy:** Using software is second nature to you. If you haven't used specific programs and software, you will be able to pick it up with relative ease.
- **Native nation rebuilding approach:** You recognize that the standard approach of working may not always be a cultural match for staff or the organization. You apply the Native nation rebuilding principles and NGC's values to your decisions.

Compensation & Benefits

- **Salary:** \$60,000–65,0000
- **Status:** Full-time, non-exempt, salaried
- **Wellness benefits:** NGC pays 100% of the cost of our wellness benefits, including health, dental, vision, life insurance, and short- and long-term disability. Employees, spouses, and children are eligible.
- **Paid time off:** Year 1-3 of employment, staff may accrue up to 216 hours (5.4 weeks) of PTO, to be used for sick and vacation time.
- **Paid holidays:** 10 floating holidays (must be used in calendar year)
- **Paid closures:** Paid office closure from Christmas Eve–New Year's Day; Half day Friday from Memorial Day–Labor Day.
- **Workplace flexibility:** We are a remote-first work environment, meaning you will be primarily working from office and non-office environments. Staff are given a monthly stipend to offset any technology, home office, or shared workplace costs incurred.
- **Professional development:** We offer generous stipends for professional development as well as in-house growth and training opportunities.

Ready to Apply?

We encourage you to read through the entire job posting and full job description, since we built it to provide as much information and transparency as possible. To apply, submit the required information along with your resume and cover letter. In your cover letter, let us know in a few paragraphs why you are interested in the position and why you want to be part of the NGC team. Give us a sense of how your prior experience, whether in a similar position or something totally unrelated, will lead to success in the Communications and Advancement Specialist role.

Get your application in early to ensure you are considered! Email hr@nativegov.org with questions about the position.