

# NATIVE ARTS & CULTURES FOUNDATION

**Position:** Development Manager  
**Salary Range:** \$60,000 - \$70,000  
**Supervisor:** Vice President  
**Status:** Full-time  
**Workplace:** Virtual office (works from home)

## ABOUT US

The Native Arts and Cultures Foundation (NACF) is a Native-led, 501 (c) 3 philanthropic organization. We work with American Indian, Native Hawaiian, and Alaska Native artists and communities to promote revitalization, appreciation, and perpetuation of Native arts and cultures across the United States. The arts and cultures of the diverse indigenous people in this country are powerful, beautiful, and growing, and offer perspectives that inspire creative solutions to some of our nation's most difficult collective challenges. We owe it to future generations to break through all barriers that limit our potential and forge new frontiers with a courageous spirit. Visit our website to learn more about our work. <https://www.nativeartsandcultures.org>

## ABOUT THE POSITION

Reporting to the Vice President, the Development Manager is responsible for expanding the fundraising capacity of the Native Arts and Cultures Foundation. Activities will include the planning, implementation and administration of individual solicitation efforts, both regionally and nationally. The Development Manager is also responsible for initiating donor stewardship activities and supporting cultivation events to build and sustain a broad base of loyal supporters. The position will interface with the Executive, Communications, and Program staff. The position may also have a paid, part-time intern. The Development Manager is available to support the President and CEO and the Vice President in relationship development and fundraising actions, as requested.

The position requires high-level communications skills, cultural sensitivity and natural graciousness. The optimal candidate will be a creative thinker with the ability to identify opportunities and develop appropriate strategies. Working from home and connecting with other staff at regular meetings and via electronic communications, the Development Manager is a hands-on position with responsibility for all elements of a busy development program. In addition to direct fundraising, the position performs administrative functions, database management, prospect research, donor communications, promotional writing, and other duties as assigned. Cloud-based systems facilitate internal document sharing and data management.

## THE OPTIMAL CANDIDATE

A relationship-centric development professional with outstanding communications and project management skills will find success at Native Arts and Cultures Foundation. Our next Development Manager will be a self-directed and creative individual capable of navigating the unique opportunities and challenges of a virtual office. Exceptional organizational and time management skills are key to engaging organizational leadership in nationally-focused relationship building and fundraising. Our optimal candidate will share our commitment to cultural equity and social justice, and also value the contributions of Natives arts to our rich history and vibrant future.

**Essential Duties:**

- Compellingly conveys NACF's mission in all oral and written communications;
- In conjunction with executive leadership establishes development goals and enlists and coordinates support from staff and volunteers;
- Understands the organization and its culture, creates systems and develops tools, and assesses the donor landscape;
- Engages the foundation team in active donor cultivation and fundraising, and implements new strategies to grow the donor base;
- Maintains relationships and coordinates meetings and/or communication with existing or potential donors;
- Coordinates grant writing and reporting activities and seeks opportunities for foundation funding;
- Assists with the vision, guest solicitation, and program design of cultivation dinners and events
- Directs donor recognition programs including maintenance of contribution records and preparation of gift acknowledgement letters;
- Interfaces with the communications specialist to align organizational messaging and maximize public outreach opportunities;
- Assists with preparation of collateral materials and PowerPoint presentations to donors;
- Maintains confidentiality of sensitive donor information; and
- Other duties outside the job description as needed as part of the foundation team

**Minimum Qualifications:**

- Five years of fundraising experience in a social justice, arts or culture-related environment, with an emphasis on individual donor strategies.
- A BA or BS or equivalent educational and work experience.
- Discipline and organizational ability to work from a home-based office.
- Excellent written and verbal communications skills, along with a high degree of creativity.
- A demonstrated self-starter with initiative, sound judgment and strong organizational skills.
- Goal driven with a great attitude under deadlines and willingness to work as part of a team.
- Ability to interface with the public and connect with people from diverse backgrounds.
- Direct experience in soliciting gifts from individuals through various channels.
- Familiarity with "Moves Management" or equivalent major donor development tools.
- High degree of proficiency in fundraising software, such as Raiser's Edge or e-tapestry.
- Knowledge of MS Office Suite or equivalent software.
- Ability to operate basic office equipment such as computers, copy machines, calculator, keyboard and facsimile machines.
- Valid driver's license and willingness to use properly insured car.

**Desired Qualifications:**

- Cultural competence, specifically knowledge and understanding of Native peoples and tribes.
- An arts and cultures background.

**Additional Expectations:** Primary office hours are flexible Monday through Friday between 8 am to 6pm depending upon meetings; work on evenings and weekends may be required as a function of this salaried position. Travel may be required and may include weekends.

**Benefits:** Paid time off, 12 holidays, healthcare, employee 403b and FSA, flextime

**Application Questions:**

1. How does your personal and/or professional background align with the mission and values of Native Arts and Cultures Foundation?
2. What are your strengths as a development generalist?
3. How does your work style equip you to function successfully in a virtual office?