



Associate Director of Development

Organizational Overview

The Native Arts and Cultures Foundation (NACF) is a Native-led national organization dedicated to promoting the revitalization, appreciation and perpetuation of indigenous arts and cultures. Our mission is to advance equity and cultural knowledge, focusing on the power of arts and collaboration to strengthen Native communities and promote positive social change with American Indian, Native Hawaiian, and Alaska Native people in the United States. Through our program initiatives, NACF supports Native artists, culture bearers, and projects that are focused on environmental, cultural, and social change. We support artists to create new work, develop their arts practice, and produce projects in collaboration with communities. Support includes financial resources, artist training and professional development, presenting and promoting artist work, and project management. NACF will continue with community engagement across the continental 48 states, Alaska and Hawaii as it pertains to raising the visibility and availability of Native resources and knowledge to address cultural equity and help strengthen Indigenous communities, arts, and cultures.

Most recently, NACF has received ownership of a historic building in Portland, Oregon, which has been repurposed to house the Center for Native Arts and Cultures – The Center. This acquisition has sparked a time of unprecedented growth for NACF, which includes embarking on a capital campaign to fulfill the vision of the The Center as a vibrant gathering place for Indigenous artists and local partnerships. As such, we recognize the need to expand our communication efforts as we become a more public facing organization.

Position Overview

The Associate Director of Development will report to the Director of Development. They will provide strategic leadership, project management, and administrative oversight to NACF's overall fundraising efforts. This position partners with the Director of Development in growing and sustaining NACF's fundraising program, working collaboratively to manage and build out the individual giving program. They will support activities to maintain and grow the base of institutional (foundation and government) and corporate funders, and help develop and manage innovative funding partnership strategies. This position will promote and facilitate efficient and accurate systems and database for reporting, tracking, and analytics. This position is a part of the organization's senior management team and supervises 1-2 staff.

Position Responsibilities

The Associate Director of Development will have the following primary responsibilities:

- Develop and manage the execution of a growth plan and strategy for individual donor giving and engagement
- Work closely with Director of Development and executive leadership on prospect identification and cultivation

- Develop and oversee a “moves management” system approach to support donor pipeline development and high performance among team members
- Manage a, directing and, where appropriate, participating in cultivation, solicitation, and stewardship activities
- Support execution of an institutional giving strategy that is focused on maintaining and cultivating relationships with major institutional funders and grant partners
- Oversee contracts, track grant deliverables, organize program team input on reports and proposals, and create budgets in coordination with Director of Development and additional program staff
- Oversee a system for gift processing, acknowledgments, and analytic reporting, in collaboration with Development Fundraising Specialist
- Partner with the Director of Development to monitor and update development policies and procedures
- Supervise Development Fundraising Specialist and potentially one additional staff
- Other duties as needed

Qualifications

The ideal Associate Director of Development will bring most of the following qualifications:

- 5+ years of professional experience in non-profit fundraising, resource development, or related field
- Experience utilizing donor database technology, reporting, and analytics
- Discipline and organizational ability to work in a hybrid environment both from a home-based office and on site at NACF offices
- Exceptional project management and time management skills
- 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
- Excellent donor service skills and experience working with donors of all levels
- Ability to prioritize and manage multiple projects simultaneously
- Knowledge of nonprofit fundraising strategies, operations, and procedures
- Strong organizational, planning, and administrative skills
- Excellent verbal and written communication skills
- Commitment to working in a dynamic and collaborative team environment
- Proficiency in MS Office Suite or equivalent software

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.

Working Conditions

NACF's Remote Work Policy allows the flexibility to work from home when that doesn't conflict with the expectation of in person attendance to regular staff and team meetings, NACF public-facing events, and other key activities at NACF's Portland, OR headquarters. Preference will be given to Portland Metro area candidates.

Work Hours

Forty-hour week. Typically from Monday – Friday, between the hours of 8:00 am – 6:00 pm with flextime. This salaried exempt position may require some evenings and weekends, as well as some travel.

Mental and Physical Requirements

Duties require the use of considerable initiative and judgment. Requires working under minimal supervision and direction. Requires working under multiple deadlines and pressure. Requires good communication skills; verbal, oral and written with supervisor, co-workers and artists. At times, may require dealing with difficult people or situations effectively. Requires supervision of work and training of staff; establishes and maintains cooperative and productive work relationships; must be a team player.

Company Rights

The above information has been designated to indicate the general nature and level of work performed for this position. It is not to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications of the employee assigned to this job. This job description does not constitute an employment contract. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

An Equal Opportunity Employer

Salary Range: \$ 83,000 to \$ 89,000

Please send resume and cover letter to hire@nativeartsandcultures.org by January 2, 2023.