POSION SUMMARY
The Associate reports to the Vice President of Advancement & Communications (VPAC) and is primarily responsible for the administrative and operational aspects of Development activities, playing an important role by providing support to the Advancement & Communications team. Non-monetary compensation will include coaching and mentoring from senior staff, as well as on-the-job learning.

DUTIES & RESPONSIBILITIES

Development
- Inputs data into the donor database, including manual gift entries, relationship management updates. Maintains the accuracy and integrity of the database and donor processing system by ensuring that all contacts, donations, pledges and activities are properly recorded.
- Works with other staff to ensure accurate and timely gift acknowledgements (auto-generated, written correspondence, phone calls).
- Reconciles donations with the Finance Department monthly.
- Pulls lists and reports from the donor database. Take necessary measures to ensure data hygiene.
- Tracks donor and funder permissions to make contributions/grants public; documents protocols and processes for publicizing.
- Responds to donor inquiries in a timely manner, consulting with Development staff as needed.
- Collaborates with the team to devise solicitation strategies and execute plans for campaigns delivered via email, direct mail and social media. Coordinates production of materials and mailings.
Generates fundraising reports and dashboards.
Supports the initial documentation of grant awards, deliverables and publicity permissions.
Conducts preliminary research on prospective corporate, foundation, tribal and individual funders/donors.
Assists with the compilation and creation of fundraising materials.
Assists with the planning, coordination and execution of all Advancement & Communications events (in-person and virtual).
Updates and documents all processes and protocols in the Development manual.

Administrative Support

- Monitors the general Advancement & Communications email account daily and responds to inquiries in a timely manner.
- Provides the A&C team with project management and tracking support.
- Assists with the preparation of documents, presentations, talking points, background and briefing materials and email communications. Creates and/or revises PowerPoint presentation decks.
- Edits and proofreads documents for grammar, spelling, syntax, punctuation and formatting while preserving style and voice.
- Support the tracking of Advancement & Communications budget and expenses.
- Attends meetings associated with Advancement & Communications, takes notes/minutes as requested.
- Works with all members of the A&C team (presently Grants/Individual Giving Manager, Communications Manager and Story Tracker/Data Analyst, Social & Digital Media Assistant (contractor) and eSpirit Writer (contractor), and receives work assignments from the VPAC and Grants/Individual Giving Manager.
- Research new platforms and tools that we may consider adopting. Monitors research trends and best practices. Suggests new ways of doing things to streamline our work and optimize our impact.
- Maintains mailing lists, databases and communications files in the shared drive, Google Docs and Basecamp.
- Works with Advancement & Communications contractors and external partners, as needed.
- Adheres to all FPF Policies and Procedures.
- Undertakes other duties as assigned.

EDUCATION, KNOWLEDGE, SKILLS, ABILITIES, and PHYSICAL REQUIREMENTS

- Associate’s or Bachelor’s degree preferred.
- 1-2 years administrative experience in Advancement or in a non-profit/Native organization.
- Broad knowledge of tribal communities and cultures.
- An understanding and awareness of the Native arts and culture field.
- A positive, can-do attitude. Willingness and desire to learn.
- Highly organized, efficient, and attentive to detail, with excellent follow-up and follow through skills.
- Tact, diplomacy and excellent interpersonal skills. Must be able to communicate effectively with a diverse range of stakeholders. Ability to develop, build and foster positive working relationships.
- Ability to work as part of a busy, high-performance team.
● Demonstrated time management and organizational skills to complete assignments in the context of fluctuating & competing workloads, shifting deadlines and stakeholder priorities. Accountable and consistent.
● Ability to work both independently and collaboratively with the ability to take direction.
● Ability to communicate appropriate information and provide deliverables to other departments in a timely and effective manner.
● Demonstrated resourcefulness and problem-solving skills. Systems and process thinker.
● Demonstrated history and experience with general office procedures, standard office systems and professional office culture and norms.
● Strong writing and proofreading skills. Proficient with AP style. Demonstrated experience composing and editing content to effectively communicate to a variety of audiences.
● Basic layout skills to create simple collateral.
● Proficient in Microsoft Office Suite (namely Word, Excel, PowerPoint), Google Suite. Demonstrated experience using common graphic design platforms such as Canva, Adobe Suite (Photoshop, Illustrator or InDesign).
● Preferred experience with Kindful, Salesforce or a similar donor database; Mailchimp or similar email marketing platform; Squarespace, WordPress or other content management systems; Basecamp project management software.
● A sensitivity to the sometimes confidential nature of the department’s work and a commitment to maintaining donors’, funders’ and beneficiaries’ confidentiality as requested.
● Consistently maintains high ethical and confidentiality standards.

To apply, please submit a letter of interest and your resume to info@firstpeoplesfund.org with Associate, Advancement & Communications in the subject line.