Position Description

Position Title: Director, Advancement & Communications  
Department: Advancement  
Reports to: Vice President, Advancement & Communications  
Job Type: Regular Full-time, exempt  
Salary: $85,000 per year minimum + comprehensive benefits package  
Location: Rapid City, SD & remote arrangement considered

ORGANIZATION

First Peoples Fund is a national non-profit organization founded in 1995. Its mission is to honor and support the Collective Spirit® of First Peoples artists and culture bearers. Collective Spirit® is that which manifests a self-awareness and sense of responsibility to sustain the cultural fabric of a community. Collective Spirit® moves each of us to stand up and make a difference, to pass on ancestral knowledge and simply extend a hand of generosity. First Peoples Fund recognizes the power of art and culture to bring about positive change in Native communities, beginning with individual artists and their families.

POSITION SUMMARY

The Director works closely with the President and Vice President of Advancement & Communications (VPAC) to provide leadership and management in the planning, direction and execution of fundraising and associated communications activities for First Peoples Fund. Ensures that funding is leveraged for operational and programmatic purposes. Acts as the connector of Advancement and Communications to the Finance and Programs departments to ensure grants and major gifts are managed effectively. Serves as the primary lead on the implementation of individual and planned giving goals and strategies. In collaboration with the VPAC, President, consultants and other members of the Advancement & Communications team, implements a range of donor-directed communications, engagement and solicitation strategies that include digital and print collateral, direct mail, social media, and in-person cultivation opportunities. Develops and implements systems and processes that are needed to track development activities. Works collaboratively with all members of First Peoples Fund staff in a fast-paced, deadline-driven environment. Success in this position is dependent on effective and proactive working relationships and the ability to think strategically. The diversity of workload requires leadership, agility, efficiency, attention to detail and accuracy. This position also requires tact, diplomacy and a high level of confidentiality. The ideal candidate will have a background in nonprofit development, with experience in grant writing, individual giving and managing staff and volunteers.

DUTIES AND RESPONSIBILITIES:

Leadership

● Develops a deep understanding of and clearly articulates First Peoples Fund’s mission/purpose, theory of change and programs.
● Works with the executive team to develop annual revenue goals to diversify and maintain or grow the organizational budget through a comprehensive development strategy.
● Works closely with the President to identify strategic relationships that are important to First Peoples Fund and serves as a primary strategist of those relationships. Meet regularly with VPAC and members of the executive team to review grant and donor prospects and ensure relationships are being stewarded and leveraged.
● As a key leadership team member actively participates in making strategic decisions affecting First Peoples Fund.
First Peoples Fund

- Participates in strategic planning, budgeting, and other organizational leadership activities.
- Meets weekly with the VPAC and Leads and participates in Advancement & Communications, development, Programs, Finance and all-staff meetings.
- Oversees, manages and helps plan Advancement events and meetings to advance development goals.
- Supervises development staff/consultants/contractors.
- Stays apprised of best practices in fundraising and makes improvements that strengthen execution of this position.
- Identifies and pursues training and educational opportunities that support both business and professional development goals.
- Reinforce collective adherence to to FPF policies

Grants Management

- Responsible for identifying and pursuing grant opportunities for all First Peoples Fund programs. This includes researching, identifying, developing and responding to public and private grant opportunities with foundations, corporations and tribes.
- Manages the workflow and effectiveness of the grant seeking and administration process including prospecting, proposal writing, new award launch meetings, grant reporting and recordkeeping. Works with the Finance and Programs offices to build and maintain effective internal systems, processes and accountability for grants management.
- Works with an external consultant to develop proposals and produce reports.
- Maintains the organization’s grants files and tracking spreadsheet which includes deliverables tracking and reporting deadlines. Ensures the accuracy and integrity of the grants calendar and database.
- Works with Program and Finance staff to track and ensure deliverables fulfillment. Leads monthly meetings with the Program Director/program staff, Data Analyst and consultants to ensure information relevant to all grant deliverables and program outcomes is shared
- Oversees the collection and analysis of program related information, particularly outcome-level data, to support development activities.
- Works with the Finance Director to gather information necessary to report to funders on current or prospective grants.
- Jointly with the Finance office, oversees compliance with all grant reporting as required by foundation and federal partners.
- Maintains a high-level of support to the President’s fundraising efforts by preparing reports, handling information requests, assisting with special fundraising efforts, as requested, and providing oversight on the arrangement of and prep for conference calls and meetings.
- Researches, prioritizes, and follows up on incoming fundraising issues and concerns addressed to the President and VPAC, including those of a sensitive or confidential nature.
- Works closely and effectively with the executive team and executive assistants to keep them well informed of upcoming commitments and responsibilities, following up appropriately.

Individual Giving

- Actively works to support the organization with a comprehensive individual giving strategy to build process, pathways and stewardship practices.
- Manages a portfolio of major donors and prospects and designates portfolios for the VPAC and President.
- Collaborates with the team to create and implement strategies to acquire new donors and develop a pathways of increased giving
- Manages solicitation, cultivation, and stewardship through digital and direct mail communications for new and renewing donors.
- Manages production of all direct mail and digital appeals, including appeal list data preparation, copywriting, and mail drops.
First Peoples Fund

- Creates and implements impactful ways to acknowledge and thank donors resulting in continued relationships, stewardship and donor best practices.
- Tracks and regularly reports progress on individual giving programs.
- Oversees and ensures accurate entry of all individual donor gifts into the donor database, as well as timely and appropriate acknowledgement of all gifts.
- Ensures accuracy of donor information. Creates reports in the database and analyzes information for performance and benchmarks.
- Works with the Finance team to ensure the reconciliation of donation records and general ledger.
- In concert with the Advancement team, assists with a wide range of logistics and duties associated with high-level funder/donor events and meetings, other special events and stewardship support.
- Oversees the development and growth of matching gifts and major donor programs.
- Develop and maintain a planned giving program.

Communications
- Assists the VPAC with oversight of communications and press efforts of the organization. Assists with strategy and alignment with fundraising and programs.
- Works closely with the Communications Manager on development-related communications.

Organizational Administration
Specific responsibilities, but not limited to, include the following;
- Participate in strategic planning, budget and proposal development and other organizational activities.
- Responsible for regular reporting requirements as requested or required by the organization.
- Assist with organizing program and project meetings, workshops, conferences and special events to advance program goals.
- Adhere to all FPF Policies.
- Other duties as assigned.

EDUCATION, KNOWLEDGE, SKILLS, ABILITIES, and PHYSICAL REQUIREMENTS

- Bachelor’s degree (Master’s preferred) with five or more years experience in fundraising, preferably in cultural or related nonprofit organizations
- Proven track record of fundraising and achieving short and long-term goals
- Two years managerial experience.
- Experience working in Communications and/or Media Relations.
- Experience working for a Native nonprofit or corporation.
- Broad knowledge of tribal communities and cultures across North America. An understanding and awareness of the Native arts and culture field.
- Strong familiarity with the philanthropic landscape.
- Integrity and fiscal accountability.
- Knowledge and familiarity with research techniques and resources for prospect research.
- Strong written communication and editing skills; ability to write clear, structured, articulate, and persuasive proposals/reports.
- Knowledge of strategies, tools, and processes used to develop and implement individual and planned giving programs.
- Ability to use donor management and fundraising software to inform fundraising strategy and tactics.
- High level of accuracy and attention to detail.
- Ability to analyze and use data and metrics to shape goals, strategies, and tactics.
- Highly organized, self-starter with project management experience.
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- Excellent interpersonal and relationship-building skills
- Ability and willingness to personally solicit gifts.
- Ability to work in a busy, fast-paced changing environment. Demonstrated ability to meet deadlines while managing competing priorities.
- Comfortable with ambiguity, able to respond to rapid changing priorities.
- Ability to work collaboratively as a member of a team, as well as work independently, take initiative and be self-motivated.
- Proficient in MS Office Suite (namely Word, Excel, Powerpoint), Google Suite, Adobe Suite; experience with Basecamp project management software a plus.
- Ability to maintain strict confidentiality with respect to funder and donor matters.
- Willingness to work some nights and weekends.
- Must be able to travel.
- No extraordinary physical requirements. The job involves normal physical requirements for an office position.

To apply please email a cover letter and resume to info@firstpeoplesfund.org with the position title in the subject line.