First Peoples Fund

Position Description

Position Title: Advancement & Communications Associate
Department: Advancement & Communications
Reports to: Vice President, Advancement & Communications
Job Type: Regular Full time, non exempt position (hourly)
Salary: $42,000 ($20/hr) per year minimum + comprehensive benefits package
Location: Los Angeles, CA preferred, & remote arrangement considered

ORGANIZATION

First Peoples Fund (FPF) 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 Associate reports to the Vice President of Advancement & Communications (VPAC) and is primarily responsible for the administrative and operational aspects of the department's activities, playing an important role by providing project coordination and systems support to the Advancement & Communications team.

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 colleagues 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 regarding making 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 Advancement & Communications events (in-person and virtual).
- Updates and documents all processes and protocols in the Development manual.

Administrative Support
- Provides administrative and analytical support to the VPAC and Director of Advancement and Communications.

February 2022 - Associate, Advancement & Communications - 1
Maintains and 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. Synthesizes and tracks action items.

Works with all members of the A&C team (Director, Communications Manager and Story Tracker/Data Analyst, Grant Writer (contractor), Social & Digital Media Associate (contractor) and eSpirit Writer (contractor), and receives work assignments from the VPAC and DAC.

Observes and assesses A&C workflows and procedures. Recommends, plans and implements improved approaches.

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.

Organizationally
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.
- Perform other duties as assigned.

EDUCATION, KNOWLEDGE, SKILLS, ABILITIES, and PHYSICAL REQUIREMENTS

- Associate’s or Bachelor’s degree preferred.
- 1-2 years administrative or internship experience.
- Project management and/or events coordination experience preferred.
- Broad knowledge of tribal communities and cultures, and an understanding and awareness of the Native arts and culture field are preferred.
- 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 drafting 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, Give Lively, and other similar donor databases; Salesforce; 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.
● Ability to work occasional evenings and weekends.

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