Director of Advancement

Position Overview
The person who holds the Director of Advancement position will be responsible for the overall strategy and implementation of the Organization’s efforts to develop a fully integrated fundraising, marketing/communications, community engagement, and evaluation efforts. The Advancement Director will focus on creating and finding new opportunities for the Organization to obtain grant funding from public and private grant makers and foundations, as well as build relationships with individual donors to ensure the funding of the Organization. The Advancement Director will also have primary responsibility for ensuring that all grants in progress are being executed properly by managing all reporting requirements. The Director of Advancement will oversee the Advancement department which includes fundraising, communications, evaluation, and community engagement to ensure continued support and advancement of each of the organization’s initiatives.

Reports to
TVCDC Executive Director

To Apply
Please email a cover letter and resume to jobs@thundervalley.org. Include “Director of Advancement” in subject line.

Compensation & Benefits
Annual Compensation: $60,000–$75,000 depending on experience
Position Type: Full-time, salaried/exempt
Position Location: TVCDC Porcupine Offices, regular regional and national travel required
Benefits:
- Health Insurance- Employee premium paid by TVCDC;
- Dental Insurance- Employee premium paid by TVCDC;
- Vision & Hearing Insurance- Employee premium paid by TVCDC;
- SIMPLE IRA with up to a 3% match from TVCDC;
- Accrued Paid Time Off up to 160 hours per year;
- 14 Annual Paid Holidays;
- Up to $1,500 annually in continuing education assistance;
- Up to 200 flexible work hours for continuing education development;
- Up to 6-weeks paid Maternity or Paternity Leave for new parents;
- Up to 4 hours per week, paid, to participate in Lakota Language Learning Class;
- Up to 25 minutes daily, paid, to participate in a wellness activity;
- Priority enrollment for children in Lakota Immersion Childcare (space depending);
- Paid administrative leave during inclement weather closures.
Essential Duties & Responsibilities

• Develop and implement the Organizations annual budget and fundraising strategy.
• Seek out and obtain appropriate grant opportunities.
• Oversee utilization of Salesforce to track donor stewardship and fundraising efforts as well as all evaluation assessments for TVCDC.
• Draft and track proposal progress for foundation and corporate fundraising.
• Manage Advancement strategy and staff to include Communications and Marketing Team, Evaluation Team, and Community Engagement Team.
• Manage contracted grant writers.
• Secure loans for the organizations construction projects.
• Oversee raising funds to meet an average of $8,000,000 annually.
• Draft letters of inquiry and letters of intent for fundraising opportunities.
• Research federal, state and local funding opportunities.
• Track new trends in philanthropy ensuring TVCDCs work, messaging, and marketing remains cutting edge.
• Lead coordination efforts on drafting and preparing the Organizations annual report.
• Member of TVCDC Leadership Team working collaboratively with the Executive Director, Deputy Director, CFO, and Director of Operations, in organization planning and decision making.
• Assist in budget planning/forecasting and management, integrating upcoming budget goals into future fundraising efforts and grant requests.
• Represent TVCDC locally and nationally at donor events and meetings, providing mission aligned presentations and information.
• Oversee TVCDC marketing, media, and communications as it relates to a variety of donors, community members, partners, like-minded organizations, and stakeholders, to include a variety of marketing media such as print, radio, TV/video, and social media.
• Assist in planning and executing funder/donor related events and activities.
• Understand and promote the systemic change work that TVCDC does both internally and externally.

Qualifications, Knowledge, Skills

• Bachelors degree in social work, business, communications, public relations, journalism, English, or other related field preferred.
• 4+ years experience managing/overseeing professional fundraising.
• 2+ years prior grant management experience.
• Excellent written and verbal communication skills with the ability to integrate TVCDC mission and goals in day-to-day interactions and other communication.
• Possesses the skills to work with and motivate staff, board members, and other volunteers around goals, creating a collaborative fundraising and organization environment.
• Organized, with a strong sense of follow-through to complete tasks/goals.
• Skilled leader with a focus on employee growth and development.
• Self-starter, eager to learn, grow, and expand advancement and overall organization.
• Adept in budget forecasting and management.
• Proficient in Microsoft Office programs and adept in email/online navigation, comfortable learning new software and programs.
ADA Specifications
TVCDC is committed to making reasonable accommodations in accordance to the ADA for disabled employees who meet job requirements for education background, employment experience, skills, licenses, essential job duties and function, and any other qualification that are job related. Employees must be able to perform tasks that are essential to the job, with or without reasonable accommodation. The Director of Advancement may be required to use the computer for extensive periods of time. Extended working hours and travel will be necessary.

Mission Driven
Ideal candidate has a strong belief in the TVCDC mission and wants to be a part of a growing and constantly evolving organization.

Thunder Valley CDC Mission
Empowering Lakota Youth and families to improve the health, culture, and environment of our communities, through the healing and strengthening of cultural identity.

Thunder Valley CDC Vision
We envision a liberated Lakota nation through our language, culture, and spirituality.

The above description is intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. TVCDC position descriptions are not intended to create, nor are they to be construed to create, a contract between TVCDC and any staff member. All TVCDC staff are employees at will; therefore, TVCDC and each staff member are free to terminate that employment at any time and at either party’s discretion, with or without cause. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.