**Advancement Coordinator**

**Position Overview**
The Advancement Coordinator will assist in the day-to-day operations of the Advancement team. Specifically, supporting individual donor development and tracking, as well as coordination of Annual Fund development for Thunder Valley Community Development Corporation (TVCDC).

**Reports to**
TVCDC Director of Advancement

**Compensation & Benefits**
Annual Compensation: $16.40-$20.58 – depending on experience
Position Type: hourly, non-exempt, averaging 40 hours/week
Position Location: Porcupine, SD

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;
- Paid Time Off up to 160 hours per year;
- 14 annual paid holidays;
- Up to $1,500 annual financial support for continuing education/development;
- Up to 200 hours annually in flexible schedule for education/development;
- Up to 6-weeks paid Parental 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;
- Prioritized access to onsite Lakota Language Immersion Child Care;
- Paid Administrative leave during office closures for inclement weather.

**Essential Duties & Responsibilities**
- Learn and understand donor management system and pull weekly donor reports
- Collect content across the organization via short video clips, pictures, quotes, and stories
- Complete large writing projects as assigned for newsletter, website, and appeal letters
- Support the fundraising plan and tasks for the organization
- Work with and support the Communications, Community Engagement, and Evaluation efforts as part of the whole Advancement team
- Develop content for email appeals
- Manage annual fund tasks and donor stewardship pieces
- Work with Executive Director and Director of Advancement to develop messaging to current and potential supporters of the organization
- Maintain databases for donor information
- Assist other members of the Advancement team as necessary
- Assist in the coordination of special events, donor dinners, and outreach opportunities
- Work with the Director of Advancement to implement fundraising strategies

**Demonstrated non-technical and personal skills**
- Strong oral and written communication skills
- Project planning and execution (definite project, develop appropriate work plans, drive projects to successful completion)
- Team building and long term commitment
- Problem solving for and execution of research on strategic market or opportunities/issues
- Attention to detail and strong logical reasoning
- Adaptable to a continually evolving environment and thrive in an autonomous and deadline oriented workplace
- Excels at operating in a fast paced, community environment

**Qualifications, Knowledge, Skills**
- Preferred BA/BS or 5 years relevant equivalent position experience
- History of cooperating with teams and co-workers
- Extensive knowledge with Microsoft office and Google Apps
- Excellent communication skills both verbal and written
- Excellent interpersonal skills and a professional demeanor
- Experience with multimedia and social media

**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 Advancement Coordinator may be required to use the computer for extensive periods of time and occasional lift 15 to 20 lbs. Extended working hours and travel may be necessary.

**Mission Driven**
Ideal candidate has as 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.
To Apply  
Please email a cover letter and resume to jobs@thundervalley.org. Include “Advancement Coordinator” in subject line.

The above statements are 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. 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.