

## NATIONAL INDIAN CHILD WELFARE ASSOCIATION

### Job Description Development Director

**Position Title:** Development Director  
**Supervisor:** Executive Director  
**Department:** Development

**FLSA Status:** Exempt, Salaried  
**Classification:** Regular, Full-time  
**Location:** Portland, Oregon  
**Salary:** \$83,708 - \$99,189

#### **Position Summary:**

The development director for the National Indian Child Welfare Association (NICWA) leads the overall fundraising and membership relations efforts including, but not limited to, personal gift solicitation, corporate and foundation programming, annual fund development, membership relations, tribal solicitations, fundraising event activities, and development communications. The development director works closely with key organizational partners including the management team, board of directors, and board of trustees in building a culture of philanthropy across the organization and NICWA's stakeholders.

#### **Primary Responsibilities:**

- Leads staff, management, board, and trustees in creating a strategic short and long-term development and membership engagement plan aligned with the organization's goals, timeline, and budget
- Identifies and leverages new opportunities for funding growth and diversifying revenue, while simultaneously managing development operations, including working as the primary contributor to meet and surpass the organization's annual fundraising goals
- Manages and cultivates a strong development and membership team while providing coaching and support to staff, board, and fundraising volunteers to achieve departmental and organizational goals
- Serves as a member of the management team and, through a shared leadership approach, provides organizational leadership in areas of functional responsibility

#### **Essential Functions:**

- Ensures that departmental planning and implementation occurs according to the goals and objectives approved by the board of directors and delegated by the executive director
- Manages the engagement of key leadership, including management team, board of directors, and board of trustees, in development and membership relations activities by establishing individualized fundraising and membership goals
- Oversees departmental monitoring and reporting activities; contributes monthly to management team dashboard, reports to board of directors quarterly, reports to board of trustees quarterly, and reports to all-staff weekly
- Participates in cross-departmental meetings that advance development and membership activities
- Acts as an ambassador of NICWA for outside groups, events, and donor/member engagement
- Oversees and develops a comprehensive plan rooted in industry standards to further diversify organizational funding and increase member engagement and retention, while concurrently developing and managing departmental budget(s) that reflect the plan's strategies
- Leads the solicitation and cultivation of annual fund individual donors, including managing a major gifts portfolio
- Facilitates strategy development and oversees and participates in cultivation and solicitation of tribal funders
- Facilitates strategy development and manages corporate and private grant identification, qualification, development, and submission, including engagement with funders and report

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submission; acts as a resource for grant compliance for program staff to increase and ensure grant renewal

- Represents and oversees department's participation in cross-departmental federal grant development
- Leads and manages annual conference fundraising and membership activities
- Supports and participates in membership activities
- Coordinates with communications staff in developing messaging related to solicitation, recognition, and cultivation activities
- Develops internal systems with team and all necessary partners to support the work of the department's work; participates in professional association activities or leadership training for networking, support, and keeping pace with industry changes
- Supervises project/department staff by assisting with hiring and onboarding; setting clear performance expectations; providing appropriate feedback, coaching, and training; implementing organizational policies and procedures; preparing timely performance/introductory evaluations; and, if necessary, handling disciplinary actions

#### **Additional Responsibilities:**

- Performs other duties and assignments as directed
- Participates in NICWA activities and teams as required

#### **Supervision:**

This position works under the direct supervision of the executive director.

This position provides supervisory responsibilities to the development associate, individual giving manager, development project coordinator, and member relations manager.

#### **Core Competencies:**

- Models ethics, integrity, and accountability
- Exercises sound judgement
- Adheres to accuracy and quality standards
- Contributes to NICWA's learning community
- Manages workload effectively
- Manages adversity
- Develops strategic perspectives
- Displays professional effectiveness
- Promotes NICWA's mission, vision, philosophy, and goals
- Builds organizational knowledge
- Maintains constituent focus and builds constituent knowledge
- Champions change
- Builds relationships
- Communicates effectively and powerfully
- Fosters collaboration and teamwork
- Inspires and motivates others to high performance
- Abides by NICWA policies, procedures, and organizational structure
- Supervisors are expected to:
  - Staff effectively, utilize talent, and empower staff
  - Foster a culture of continuous improvement by offering recognition and rewards

#### **Qualifications:**

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- Bachelor's degree required with emphasis in communications, economics, business, or related field; Master's degree in nonprofit management, public administration, or related field is preferred
- Five to eight years of relevant work experience in business administration/management, public administration, nonprofit management, or other relevant work experience required
- Strong knowledge of Native culture and social service systems with demonstrated working experience with tribal organizations, tribal service systems, and tribal government structures
- At least three years of supervisory experience
- Required knowledge in fundraising, all types (generalist)
- Preferred knowledge in organizational development and market trends
- Knowledge of personnel management and coaching, including senior positions
- Has ability to speak, especially unplanned, during presentations and events
- Has ability to organize workload and prioritize projects for position, team, and organization
- Must demonstrate ease in making personal funding requests/asks
- Knowledge of NICWA's program work
- Advanced analytical and reasoning skills to develop case statements for fundraising solicitations, including proposal development
- Advanced project management capacity and organizational skill
- Demonstrated knowledge, experience, and ability to actively cooperate in a team environment, both in leadership and peer relations, and motivate others to do the same
- Excellent interpersonal, communication (including listening, writing, speaking), customer service, and time management skills essential
- Proficiency with operating a variety of office equipment and computer hardware/software applications, specifically Microsoft Office products is required
- Possesses strong proofreading and grammatical skills with attention to detail
- Ability to analyze and problem-solve

#### **Travel Requirements:**

Local travel is infrequently required. Overnight travel outside of the area is infrequently required.

#### **Working Environment:**

This role operates in an office environment, and routine uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

#### **Physical Demands:**

Frequently involves sitting or standing for long periods of time. May require the ability to lift laptops, files, open filing cabinets, walking, bending, stooping, or reaching. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this position with or without reasonable accommodation.

#### **Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as exhaustive; duties, responsibilities, and activities may change with or without notice.

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NICWA is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, sex, disability, veteran, or any protected status.

**To Apply:**

Complete application materials include: a cover letter, resume, and NICWA's employment application (which can be found on the Employment Opportunities page of our website: <https://www.nicwa.org/employment/>)

Please submit completed application materials to:

Email: [nstewart@nicwa.org](mailto:nstewart@nicwa.org)

Mail:

NICWA

ATTN: Human Resources

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