



## Oweesta Corporation

### POSITION DESCRIPTION

Position Title:	Development and Capitalization Officer
Reports To:	Chief Operating Officer
Job Level:	Exempt
Hours:	Full-time
Location:	Remote
Salary:	DOE

Oweesta Corporation is a certified national Native community development financial institution. Oweesta's programs and services include lending, capacity building, and financial education and asset building. Oweesta focuses on the development of strong Native institutions and asset building programs and our mission is to provide opportunities for Native people to develop financial assets and create wealth by assisting in the establishment of strong, permanent institutions and programs contributing to economic independence and strengthening sovereignty for all Native communities. Oweesta is currently seeking a qualified applicant for the following position.

### POSITION SUMMARY

The Development and Capitalization Officer is responsible for working with Chief Operating Officer to plan and implement Oweesta's short- and long-term Oweesta's development and capital management program. They will write and oversee the production of grant proposals in coordination with other Oweesta team members. The Development and Capitalization Officer will support the Chief Operating Officer in the creation and execution of development strategies, campaigns, and initiatives that continuously reach and expand Oweesta's funder and investor experience, and fuel the growth, scale, and impact of the Oweesta mission. They will also support the due diligence process, helping new investors understand and ultimately invest in Oweesta. Lastly, they will also monitor grant compliance, reporting, and ongoing relationship management with Oweesta's many wonderful funding and investment partners.

This person must display:

- Strong writing skills and experience with grant writing.
- Deep passion for connecting funders to the mission and work of Oweesta.
- Passion, positivity, and strong team skills.
- Internal motivation and time management skills.

**In short, we are seeking a detail-oriented and passionate individual with outstanding writing and relationship building skills.**

## OWEESTA CORPORATION

**DUTIES AND RESPONSIBILITIES:**

1. Facilitate intra-organizational cooperation for grant applications and the submission process. This includes coordination of teams during funding request cycles, and development and writing of grant applications and other grant materials necessary for submission.
2. Support the Chief Operating Officer in developing and strengthening communication strategies designed to deepen relationships with existing Oweesta funding partners.
3. Maintain systems for tracking status and deadlines of all funding applications, renewals and reports for government, private funders and other Oweesta supporters.
4. Work with program and finance teams to develop proposal budgets and submit proposals to Oweesta supporters in consultation with Chief Operating Officer.
5. Provide outstanding stewardship for foundation and corporate funders ensuring reports, other updates and requests are completed on or before the due dates.
6. Help prepare due diligence materials in partnership with the Lending Team for Oweesta investors.
7. Support the COO in the preparation of organizational surveys and assessments for Oweesta's various partners and funders.
8. Be responsible for management of grants received, which means coordinating tracking of grant deliverables and maintaining relevant grant documentation.
9. Monitor RFPs from industry sources for potential funding opportunities.
10. Support positive working relationships with Oweesta funding partners, investors, Federal agencies, Native/tribal leaders, and other representatives.
11. Support national conferences/events put on by Oweesta for content and logistical support as needed.
12. Works with other staff on interdisciplinary efforts and performs other duties as assigned by supervisor.

**EDUCATION AND EXPERIENCE:**

1. Bachelor's degree or relevant experience preferred.
2. Minimum three years' experience with grant writing or management, fundraising, investor and partnership management experience, preferably with national scope and/or with a Native nonprofit.
3. Experience in Native community/economic development helpful and with Native communities is highly desirable.
4. Critical and creative thinker who can work/problem-solve thoughtfully, with strong organizational skills and demonstrated ability to manage multiple projects simultaneously.
5. Hardworking, motivated, and self-directed; able to meet timelines.
6. Superior grant writing, copywriting and editorial skills – with attention to detail and ability to communicate effectively.
7. CRM experience welcomed.

**KNOWLEDGE, SKILLS, ABILITIES, and PHYSICAL REQUIREMENTS:**

1. Strong written and verbal communications skills required.
2. Excellent computer skills.
3. Some awareness of the complexities and challenges of community development finance and small business development in Native communities.
4. Strong business and customer service skills required.
5. Ability to work constructively with diverse constituents and as a participant on multi-disciplinary teams required.
6. Ability to travel required for up to 25% of the time.
7. No extraordinary physical requirements beyond ability to travel. Job involves normal physical requirements for an office position. Oweesta supports and complies with ADA.

Oweesta offers competitive salaries and benefits including health, dental, life and disability insurance and a Simple IRA pension plan with up to 3% match by Oweesta (100% of healthcare premium costs covered by employer). Oweesta also offers a generous time off program, parental leave, summer hours, and professional development opportunities.

**To Apply:**

Please submit a resume, cover letter, and 3 professional writing samples to Chief Operating Officer, Krystal Langholz at [Krystal@oweesta.org](mailto:Krystal@oweesta.org).