

## NATIONAL INDIAN CHILD WELFARE ASSOCIATION

### Job Description - Annual Giving and Donor Relations Manager

**Position Title:** Annual Giving and Donor Relations Manager

**Department:** Executive

**Supervisor:** Development Director

**FLSA Status:** Exempt, salaried

**Salary:** \$56,273-\$63,816

**Classification:** Regular, Full-time with benefits

**Location:** Portland, Oregon

#### **Position Summary:**

The Annual Giving and Donor Relations Manager takes a leadership role in executing the National Indian Child Welfare Association's (NICWA) annual giving and donor stewardship efforts. This position will lead efforts that continue to increase annual giving from individuals, corporations, and foundations to broaden NICWA's base of support. Donor relations at NICWA encompasses development and implementation of stewardship strategies beyond solicitation. In partnership with the development director, this position will develop and implement a comprehensive and integrated donor relations program.

#### **Primary Responsibilities:**

- Leads efforts that continue to increase annual giving from individuals, and increases corporate giving from individuals through workplace giving programs and corporate match opportunities as well as corporate sponsorships, broadening NICWA's base of support and strengthening the major gift and planned giving pipeline
- In partnership with the development director, develops and implements a comprehensive and integrated donor relations program fostering a culture of appreciation, recognition, and ongoing engagement of NICWA's various constituents to strengthen relationships
- Improves stewardship of our foundation program officer constituents and increases outbound communications specifically for this segment
- In partnership with development direct, leads new constituent segments through a strategic external constituent engagement campaign including direct email, email newsletters, online town halls, and purchased media

#### **Essential Functions:**

- Under direction of the development director, implements and evaluates a comprehensive, multi-year plan to increase annual giving and strengthen donor engagement
- Develops and coordinates annual fundraising strategies including, but not limited to, print and email appeals, personal solicitation, phone calls, meetings, events, digital and social media giving campaigns, and crowdfunding initiatives
- Coordinates donor engagement
- Develops stewardship programs for key constituencies (e.g., individual and corporate donors, tribal leaders, foundation program officers, and affinity groups such as lawyers and state social service workers)
- Creates and oversees donor recognition systems and acknowledgement strategies, working to maximize efficiency of Blackbaud's Raiser's Edge with the member relations manager and development project coordinator
- Supports the development director and member relations manager on member acquisition and retention programs
- Co-leads and coordinates the constituent information management team to better interact with our external constituents and strengthen their ties to the NICWA mission
- Serves as project manager for three constituent segments

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- Supports department grants initiative by contributing to identification, qualification, and subsequent materials production and submission
- Coordinates all non-conference related fundraising events
- Spearheads sweepstakes and door prize procurement and implementation for NICWA's annual conference
- Contributes and supports other conference activities, including sponsorship solicitation and banquet dinner paddle raise
- Develops and maintains a thorough working knowledge of NICWA's vision, mission, and programs to effectively articulate the organization's priorities and fundraising objectives to donors
- Contributes to the management of timelines in departmental calendar
- Participates in activities and trainings to increase professional skills

#### **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 development director
- This position has no supervisory responsibilities

#### **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 and procedures

#### **Qualifications:**

- Bachelor's degree in communications, nonprofit management, public administration, marketing, public relations, business, or related field is required
- Three to five years of relevant work experience in fundraising or the equivalent is highly preferred
- Annual fund, volunteer management, prospect research, solicitation of gifts, donor stewardship and reunion event experience preferred
- Knowledge of Native culture and social service systems with demonstrated working experience with tribal organizations, tribal service systems, and tribal government structures is preferred

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- Proven ability to close gifts of \$1,000 or more; must demonstrate comfort in making personal funding requests/asks
- Knowledge of a donor database system; Raiser's Edge NXT is preferred
- Knowledge of an email marketing system; Constant Contact is preferred
- Ability to organize workload and prioritize projects for position, team, and organization
- Ability to build relationships with diverse groups; ability to understanding alumni/donor intent in giving and honoring those intentions
- 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 are 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.

#### **Physical Demands:**

Frequently involves sedentary work: exerting up to 30 pounds of force and a negligible amount of force to lift, carry, push, pull, or otherwise move objects, including the human body.

#### **Physical Requirements:**

Constantly requires the ability to receive detailed information through oral communications, and to make fine discrimination in sound. Constantly requires repetitive movement of the wrists, hands and/or fingers. Often requires walking or moving about to accomplish tasks. Often requires standing and sitting for sustained periods of time. Occasionally requires ascending or descending stairs or ramps using legs, feet, arms, and hands. Occasionally requires stooping, which entails the use of the lower extremities and back muscles. Infrequently requires crouching.

#### **Typical Working Environmental Conditions:**

The worker is frequently subject to inside environmental conditions which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions.

#### **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.

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 at <https://www.nicwa.org/employment/>). Please submit completed application materials to [lindsay@nicwa.org](mailto:lindsay@nicwa.org) by May 6, 2022.

Paper application materials may be mailed to:

NICWA Human Resources Department, 5100 S Macadam Avenue, Suite 300 Portland, OR 97239