



NATIVE AMERICAN RIGHTS FUND

250 ARAPAHOE AVENUE, BOULDER, CO 80302

VACANCY ANNOUNCEMENT

TITLE OF POSITION: Major Gifts Director
DEPARTMENT: Development
REPORTS TO: Director of Development
FLSA STATUS: Exempt – Full Time

POSITION SUMMARY

The Major Gifts Director (MGD) will be responsible for creating and implementing a long-term strategy for the Major Gifts division. This division will secure funding for NARF's work by finding and building relationships with existing and new prospective donors, and successfully securing major donations. Responsibilities include identifying, cultivating, and soliciting prospects to ensure a strong base of ongoing financial support that will allow the organization to continue to defend the rights of Native Americans. The MGD will, in collaboration with the Director of Development, Assistant Director of Development, Major Gift Officer(s) and other fundraising staff, be responsible for developing and actively managing a portfolio of major gift prospects and donors. The MGD will do so by nurturing and motivating their team, powerfully communicating program impact externally, and setting departmental strategy to inspire and engage donors for the long haul. Key criteria for this position are a keen ability to relate to and empathize with donors, a deep, personal understanding of Indian Country from both a contemporary and historical perspective, and the ability to clearly communicate NARF's mission and impact.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES (BY WAY OF ILLUSTRATION AND NOT LIMITATON)

1. Develop and implement portfolio management strategies and approaches aimed at advancing donors into higher levels of giving and ultimately planned gifts. Provide regular updates to the Director of Development.
2. Research and contact prospective donors and financial advisors to develop a pipeline of long-term support. From that pipeline, develop and maintain a portfolio of major gift prospects and donors capable of giving significant contributions starting at \$2,500+ (mostly individuals) to NARF.

3. Coordinate and conduct outreach, visits, presentations, and events with donors and prospective donors nationwide. Through those activities, build relationships with donors and ensure all major giving donors receive appropriate, consistent recognition and an accounting of the impact of their gift on the organization.
4. Attend and assist with all NARF fundraising events and activities. Develop a research and engagement plan for all events/activities where major gift rated prospects or donors will be present.
5. Regularly and accurately enter and track all activities, actions, call reports and deadlines in Prosper database and other tracking systems. Ensure timely notification to divisions or departments at NARF when contact information is relevant to their work or strategy.
6. Produce high quality proposals, reports and other cultivation, solicitation and stewardship materials as needed.
7. Develop, grow, manage, and mentor a Major Gifts Team for the purpose of expanding the reach and impact of the division and its contribution to NARF's philanthropic goals.
8. Ensure appropriate execution of each step of the donor pipeline – prospecting, qualification through research, cultivation, briefing, solicitation, and stewardship.
9. Partner with the members of the Development Department to advance some of NARF's largest gift opportunities (6-7 figure gifts).
10. Work with the other members of the Development and Communications Departments to develop creative and impactful content, events, and reporting that connects major donors with our work.
11. Leverage reporting and data analysis to drive team accountability.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Bachelor's or Master's degree in a related area (e.g., fundraising and development, business, marketing, management, finance, behavioral sciences). CFRE certification is a plus.
- 3+ years of experience in a supervisory role, managing dynamic teams of both new and seasoned professionals. 7+ years of successful nonprofit fundraising experience identifying, cultivating, soliciting and stewarding high level donors.
- Demonstrated experience raising \$1M+ annually.
- Demonstrate high levels of drive, ownership-mentality and self-motivation, while working collaboratively with larger team to achieve overarching goals.
- Strong Public speaking experience and exceptional interpersonal, organization, project management, relationship management, and communication skills.

- Experience prospecting, cold-calling, and working with both individuals and family foundations, etc.
- Ability to inspire and hold accountable diverse internal and external stakeholders, as well as the ability to describe the impactful work done by NARF to help Native Americans in a culturally appropriate and acceptable manner.
- Demonstrated proficiency in computer technology including applications for project and data management and electronic calendars (Prosper, Windows, Microsoft Office Suite, Zoom, Word, Excel, PowerPoint and Outlook). Ability to quickly learn software specific to the department or institution.
- Excellent networking skills with large groups as well as with individuals and the ability to maintain a high level of poise and professionalism in all circumstances are a necessity.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Planned Giving experience
- Law Degree
- Strong understanding of, and commitment to, tribal communities

ADDITIONAL REQUIREMENTS

- Extensive travel up to 75% of the time (domestically) for donor cultivation and stewardship
- Occasional attendance at evening and weekend events

SALARY AND BENEFITS: Salary range is \$112,110 to \$153,460 annually. The actual salary will depend on years of experience and qualifications. Generous benefits package includes vacation leave, health, dental and vision insurance, and paid time off including sick leave and medical/disability leave. Additionally, there is an employer contribution to employee 401K plan, employer paid group life insurance, accident insurance, and short-term and long-term disability insurance.

APPLICATION PROCEDURE: Submit via email a cover letter, complete resume, and three references to:

Sarah Palacios
 Director of Human Resources and Office Administration
 Native American Rights Fund
Palacios@narf.org

Applications will be considered on a rolling basis, beginning June 1, 2023

