VACANCY ANNOUNCEMENT

TITLE OF POSITION: Development Associate
DEPARTMENT: Development
FLSA STATUS: Non-Exempt
CLOSING DATE: Open until filled
LOCATION: Boulder, Colorado

SUMMARY: The Development Associate is responsible for a variety of essential projects and tasks that support the fundraising and donor cultivation objectives of the Development team at the Native American Rights Fund. This position will report to the Director of Annual Giving and will work closely with other members of the Development team.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. **Accounts Receivable and Donor Data Base Management** – Duties include but are not limited to: Manage gift processing (caging, batching, recording) of cash, checks, credit cards, EFT, online gifts and prepare personalized acknowledgement letters for annual donors; Collaboratively and persistently problem-solve with team to ensure accuracy and timeliness of data: Maintain accurate constituent records in database, following set policies and procedures.

2. Liaise with Finance Department staff for monthly reconciliation and smooth data-sharing between the donor database and the accounting system.

3. Handles general donor (written) correspondence and responds to reasonable donor requests for additional information and/or materials.

4. Works with Executive Assistant/Donor Information Manager to fulfill orders from NARF “gift shop”.

5. Coordinates with Executive Assistant/Donor Information Manager the preparation and mailing of NARF Annual Reports, Legal reviews, holiday cards and any other special mailings.

6. Participates in and supports Development staff with the coordination, planning and
execution of special events, tabling events, and fundraisers.

7. Provides administrative support and assists with special projects and mailings for the Development Department and other departments on an as needed basis.

8. Attends, works, and/or participates in local fundraising events when directed by the Director of Development, Assistant Director of Development, Major Gifts Director and/or Annual Giving Director

9. Assists the Annual Giving Director with archival of Direct Marketing appeals.

10. Responsible for remote deposits including “deposit only checks” for both Accounting and Development.

11. Coordinates and prepares all deposits and batches for document storage.

12. Printing of letters and any other correspondence emailed by the Executive Assistant/Donor Information Manager and disseminating to proper staff for signing or mailing.

13. Assists the Executive Assistant/Donor Information Manager with the logistical planning for special events, specifically coordinating materials needed for offsite tabling events, booths, etc. (This would be in addition to duties outlined in #6)

14. Provides onsite assistance/guidance to temporary staff when necessary.

15. Other duties as assigned.

SUPERVISORY DUTIES: None.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. Approximately one (1) to three (3) years on the job experience and/or sufficient educational training necessary to support the project needs of nonprofit fundraising.

2. Ability to fully complete assigned tasks and meet deadlines with minimal supervision.

3. Ability to proofread typed material for contextual, grammatical, typographical, or spelling errors.

4. Ability to accurately maintain records and data systems.

5. Strong computer skills, including working knowledge of Microsoft Office (especially Word, Excel, Teams, Outlook, etc.), and database management.

6. Ability to organize and prioritize numerous tasks and complete them under time constraints. Work may occasionally require a high level of mental effort and strain when performing a high
volume of tasks and other essential duties.

7. Ability to operate a variety of office equipment, including copiers, electronic letter opener, mail postage machine, check imaging software.

8. Interpersonal skills necessary to communicate and follow instruction effectively from a diverse group of people; ability to provide information and assistance with ordinary courtesy and tact.

9. Reliable mode of transportation that allows the employee to perform off-site job responsibilities.

10. Occasional travel may be required.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE:

Bachelor’s Degree from an accredited institution, or a high school diploma and 5 years of work experience in the field of non-profit fundraising and/or gift processing.

Experience working with American Indian Tribes and organizations is an additional qualification.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of characteristic duties and responsibilities.

SALARY & BENEFITS: Salary range is $62,577 to $82,514. This salary range is based on one (1) to ten plus (10+) years of experience in the Denver Metro market. 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