



**The National Native American
Boarding School Healing Coalition**

Title: Development Officer
Job Type: Full-Time
Salary: \$85,000-\$100,000
Location: Remote, in the U.S.
Applications Due: June 5, 2023

POSITION OVERVIEW

The Development Officer reports to the Director of Operations and will play a critical role in fundraising for the work of the National Native American Boarding School Healing Coalition (NABS). This person will be a co-creator with the Executive leadership and Director of Operations to develop and advance ambitious goals and achievable strategies that sustain and grow the organization.

ABOUT US

The National Native American Boarding School Healing Coalition (NABS) is boldly leading the movement for truth, justice and healing for Indigenous peoples impacted by U.S. Indian boarding schools. We are Indigenous-led, with 100% of the Board of Directors and Officers being Native American and Alaska Native.

- We are a coalition of 811 members and growing, including Tribal Nations, Tribal enrolled individuals, allies, and organizations.
- We use our coalition voice to educate others about the truth of the Indian boarding school policies, experiences, and genocidal legacy.
- We expose the truth about Indian boarding schools through research and education.
- We lead action towards justice and healing for our children, families, and communities.
- We advocate for accountability through policy change at all levels, including the call for a federal Truth and Healing Commission on Indian boarding schools.
- We make resources available to raise awareness and support healing from the intergenerational trauma Native peoples continue to experience.
- We are publicly launching the National Indian Boarding School Digital Archive (NIBSDA) this year, a first-of-its-kind Digital Asset Management System capable of organizing and displaying historical boarding school records and materials for every identified boarding school institution.

NABS is a growing organization with an FY23 budget of \$3.5 million and assets of \$8 million. Seventy-two percent of the budget comes from foundations, 11% from individual donors, 7% from corporations, 6% from government and civic organizations, and 4% from other sources.

DEVELOPMENT OFFICER

What You Will Do

Donor Relationships

- Create and implement a comprehensive individual donor plan, including general annual fund and major donor solicitations

- Grow donations from individual donors by 5% over the next 1-3 years
- Manage a portfolio of donors while building and implementing a strategy to cultivate new small (\$50) and large (\$5,000+) donors
- Interact and network in the broader community, including Native communities' professional groups, corporate and philanthropic leaders, and current donors, to enhance development objectives
- Work collaboratively with NABS staff to provide opportunities for donor engagement and information sharing

Foundation Relationships

- Develop and strategically plan with the Leadership Team all aspects of foundation prospecting
- Maintain a grant calendar and relevant reporting documentation
- Manage grant development, communications with funders and grant reporting
- With the Leadership Team and directors, secure \$5 million in revenue annually
- Ensure all foundation and donor contact information is kept as a historical record of relationship networks

Collaborative Organizational Relationships

- Work closely with the Leadership Team to set annual targets and develop and maintain fundraising streams
- Support the Leadership Team and other staff in setting program goals and fundraising for the organization
- Build cross-organizational cohesiveness and a strong culture of shared responsibility for fundraising using effective interpersonal skills to collaborate with program staff
- Work closely with the board of directors to advance an annual strategy and cultivate organizational fundraising ambassadors

WHAT YOU BRING

NABS is seeking candidates who are passionate about our mission, are highly proactive, and who can bring a clear vision in Development to support the work we do. While no one candidate will embody all of the qualifications below, our ideal candidate will bring:

Must-Haves

- Knowledge of the Native American and Alaska Native boarding school history, legacy, and impacts
- Proven fundraising success with 5 years of experience for 501(c)3 nonprofits, Tribal governments and/or Indigenous-led organizations
- Experience with grant writing, communicating with funders and preparing reports
- A goal-oriented and strategic mindset with the flexibility to respond to a changing philanthropic environment

- Highly motivated to build the organization with solid follow-through and the ability to stay organized among competing priorities and deadlines
- Funder relationships and knowledge of the landscape
- Exceptional written and verbal communication, editing, planning, and analytical skills with proficiency using the MS Office suite

Nice-to-Haves

- Familiarity with and work experience in Native American communities
- Experience training staff and board in fundraising techniques, grassroots fundraising strategy, and major donor work
- 3-5 years leading staff with the ability to coach for professional development
- Proficiency with grant and donor relations software, Salesforce CRM (preferred), or other collaboration software

To thrive in this role, the ideal candidate will be a clear communicator, adaptable, reliable, socially and emotionally intelligent, an inquisitive learner, and team and collaboration oriented, while being able to work independently.

COMPENSATION AND BENEFITS

This position is salaried, commensurate with experience, ranging from \$85,000 to \$100,000 annually. Benefits include health, dental, vision, life, and disability insurance with full premiums paid by NABS for the employee and 75% paid by NABS for dependents/partner, a 401(k) match up to 4% of salary, and paid family leave for qualifying events. Employees earn four weeks of paid time off each year and get paid winter break the last two weeks of December.

The successful candidate will work with a dynamic team committed to Native communities. We strongly encourage applications from Native peoples with experience working with Native communities.

WORK ENVIRONMENT

- This position is 40 hours a week with heavy computer use
- Current staff are in Pacific, Central, and Eastern time zones, keeping 9 am to 5 pm Central time hours preferred
- This position is remote, with occasional travel to Minneapolis, Minnesota, and national conferences

HOW TO APPLY:

Applications will be reviewed on a rolling basis, priority will be given to those applications received by Monday, June 5, 2023. Please send an email to Chiyomi McKibbin at chiyomi@movementtalent.org with "NABS Development Officer" in the subject line.

Applications must include the following all-in-one PDF:

- Cover letter (no more than 1 page) with short answers to the following questions:
 - Why are you interested in this position?

- What values or lived experiences do you have that connect to our mission?
- What is the best advice you've ever received?
- Resume or Curriculum Vitae
- Three professional references with titles, emails, phone numbers, and relationship

NABS is an Equal Opportunity Employer committed to a work environment free of all forms of discrimination, harassment, and violence. All employment and contracting decisions are based on merit, competence, performance, and organization needs. NABS prioritizes work to empower and include people from Indigenous communities who have been impacted by U.S. Indian Boarding School policies. We are proud of our collaborative and wellness-focused culture where all people feel safe to bring their whole selves. Our culture attracts top talent with shared values that form the foundation of a great work environment!