



## **JOB ANNOUNCEMENT**

### **Coordinator for Donor Advancement and Foundation Relations – F/T**

**OPENING DATE:** October 19, 2017  
**REVIEW DATE:** November 3, 2017  
**CLOSING DATE:** Open until filled  
**START DATE:** As soon as possible  
**LOCATION:** Main Campus  
**SALARY:** \$48,000 Max DOE - Exempt Salary Schedule

The salary placement upon hire will be based on the selected candidate's education and relevant work experience as outlined in the job announcement and the established salary schedule for the classification of position to be filled.

*Northwest Indian College hiring practices include adherence to the Indian Preference Act (Title 25, U.S. Code, Section 473). NWIC supports and provides equal opportunity employment and educational opportunities without regard to race, color, religion, national origin, sex (including pregnancy), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information.*

#### **SCOPE OF WORK**

Under direct supervision of the Executive Director and as part of the Development Management Team, this position is responsible for supporting the development goals of the Foundation. The Coordinator of Donor Advancement and Foundation Relations is responsible for donor cultivation and for ensuring the efficient and effective donor management systems of the NWIC Foundation. This includes oversight of the development data base, fiscal oversight and reporting of donor accounts. In coordination with the Executive Director, this position also is responsible for the coordination and administrative support for the Foundation board and the Executive Director for board/committee meetings and activities, and for ensuring the efficient and effective management of the NWIC Foundation.

Development Management Team: This position is a key team member along with the Executive Director and other development staff of the Development Management Team. The Team practices shared decision making and implementation and is responsible for the overall and individual success of the office.

#### **DUTIES AND RESPONSIBILITIES**

##### **Donor Advancement Support**

1. Oversee effective management of the donor database including donor reporting, tracking contributions, and maintaining accurate mailing lists.
2. Manage donor support systems, including maintaining scholarship and fiscal accounts.
3. Support annual events with the Development team to ensure donor advancement and cultivation.
4. Support annual fund and capital campaign efforts through coordination of tasks and leadership activities with the Development Management Team.

5. Conduct research on individual, foundation and corporate donors.
6. Manage scholarship and endowment opportunities to meet annual and long-term fundraising goals.
7. Support the Executive Director's supervision of the department budget by maintaining cuff accounts to manage development office budget.
8. Support the Executive Director with administrative support on budgets, travel and donor database.

### **Foundation Relations**

9. Support the NWIC Foundation board committees and board meetings with the Executive Director.
10. Provide opportunities for Foundation board member participation in donor advancement, events and fund/friend raising activities.
11. Oversee and ensure appropriate record-keeping including minutes and other records of the Foundation.
12. Coordinate distribution of investment and budget reports, minutes, and other documents for the NWIC Foundation board.

### **SUPERVISORY RESPONSIBILITIES**

This position may supervise student mentors and/or interns in accordance with the College's policies and procedures. Responsibilities may include interviewing, hiring, and training student employees; planning, assigning, and directing work; appraising performance; and addressing complaints and resolving problems.

### **QUALIFICATIONS REQUIRED to perform this position successfully:**

#### **Minimum Qualifications**

- Bachelor's degree in a related field is required. Five years of professional experience in a related field is required;
- Proven ability to work in a team environment in order to achieve strategic and departmental goals;
- Strong interpersonal skills and an ability to work well with all people;
- Good communications and technology skills;
- Ability to organize tasks, information and interactions toward accomplishment of established goals;
- Proven data management skills and records management skills are all required.

#### **Preferred Qualifications**

- At least three years of previous work experience in Foundation-related work, or in the education field, is preferred.
- Previous experience working with Native Americans in a college setting or in the community is preferred.

**Other Qualifications:** Must have a current driver's license and a driving abstract that meets employer qualifications for insurability.

### **Language Skills:**

- Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

### **Mathematical Skills:**

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **Reasoning Ability:**

- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **Computer Skills:**

- To perform this job successfully, an individual should have knowledge of Jenzabar database systems, Development software, and Microsoft Office Professional; especially Excel, Word, PowerPoint, Publisher, and Outlook.

### **Other Skills and Abilities:**

- Ability to foster effective working relationships with a team environment;
- Strong interpersonal skills and an ability to work well with all people;
- Ability to be a self-starter and sustain a high level of activity with minimal supervision.

## **APPLICATION PROCESS**

Interested individuals should submit the following application materials directly to the NWIC Human Resources Office only.

1. Cover letter addressing how you meet the position qualifications
2. NWIC Application
3. Equal Employment Opportunity (EEO) form
4. Current and complete professional resume
5. Copies of colleges transcripts (*official copy requested at time of hire*)
6. Three **letters** of recommendation from persons, who not members of your immediate family, who have firsthand knowledge of your qualifications for the position
7. If applicable to the position, provide copies of certificates/licenses/credentials

The job announcement and application forms are available online at [www.nwic.edu/jobs](http://www.nwic.edu/jobs) or may be requested from and submitted directly to:

Northwest Indian College  
Human Resources  
2522 Kwina Road  
Bellingham, WA 98226-9278  
Telephone/Fax: (360) 392-4230  
Email: [employment@nwic.edu](mailto:employment@nwic.edu)