



JOB ANNOUNCEMENT

Development Officer for Corporate Relations – F/T

OPENING DATE: December 18, 2018
REVIEW DATE: **January 11, 2019**
CLOSING DATE: Open until filled
START DATE: ASAP or 2 weeks after acceptance
LOCATION: NWIC Main Campus
SALARY: \$50,000 to \$65,000 Max DOE

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 strategic planning and developing regional and national corporate relations and donor cultivation to meet the Northwest Indian College Foundation's goals to support the College and its students.

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

Each year, the Development Management Team implements the agreed upon goals of their development plan. Corporate donor cultivation is an essential component of the development plan. Accomplishment of these goals is integral to the success and evaluation of this position.

The action plan for the Development Office is hereby incorporated into this job description and is updated on the same basis as the plan's adoption.

DUTIES & RESPONSIBILITIES

1. Effective management of corporate donor data base including donor reporting, tracking contributions, and maintaining accurate mailing lists.
2. Coordinate corporate sponsors of annual events with the Development team.
3. Actively solicit contributions to annual giving activities including scholarships, annual gifts, giving campaigns, and other sponsorships as agreed to with development team.
4. Conduct research on corporate donors.

SUPERVISORY RESPONSIBILITIES

As part of a corporate strategy, 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; addressing complaints and resolving problems.

QUALIFICATIONS REQUIRED to perform this position successfully:

Minimum Qualifications:

- Bachelor's degree in business administration, advertising, or marketing or related field, and five years of experience directly related to working with corporate clientele.
- Proven experience working with corporate clients in developing donor, marketing/branding and/or sales campaigns.
- Must submit a portfolio with a minimum of five successful corporate campaigns you've developed.
- Proven ability to work in a team environment in order to achieve strategic and departmental goals.
- Exceptional communication and interpersonal skills and an ability to work well with all people.
- Excellent technology skills, including knowledge of Jenzabar database systems, Development software, Microsoft Office software, especially Excel, Word, PowerPoint, Publisher, and Outlook; and social media.
- Ability to organize tasks, information and interactions toward accomplishment of established goals.
- Ability to be a self-starter and sustain a high level of activity with minimal supervision.

Preferred Qualifications:

- Experience working in a College setting and team environment.
- Knowledge of and experience with a tribal College system.
- Experience with and sensitivity to Native American people and cultural customs.
- Ability to work nights and weekends as needed.

Other Qualifications:

- Must have a current driver's license and a driving abstract that meets employer qualifications for insurability.

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 college transcripts (*official copy requested at time of hire*)
6. Three **letters** of recommendation from persons, who are 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 or may be requested from and submitted directly to:

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