

# NORTHWEST INDIAN COLLEGE FOUNDATION

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## JOB ANNOUNCEMENT

### Executive Director NWIC Foundation (FT, 12 months)

<b>Opening Date:</b>	May 21, 2021
<b>Review Date:</b>	Extended to September 24, 2021
<b>Closing Date:</b>	Open until filled
<b>Start Date:</b>	To be determined
<b>Location:</b>	Lummi Main Campus
<b>Salary:</b>	<b>\$110,000 Max DOE</b>

*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

The Northwest Indian College Foundation (NWICF) is located on the original territories of the Nexw' Xwlemi People of the Lummi Nation. The Foundation is a non-profit, public 501(c)(3) organization that advances the mission of the Northwest Indian College, which was established in 1983. The College is the only regional tribal college in the area and has six (6) Northwest campus sites: Swinomish Tribal Community, Tulalip Tribes, Port Gamble S'Klallam, Muckleshoot Indian Tribe, and Nisqually Indian Tribe in Washington State. The sixth site is located on the reservation of the Nez Perce Tribe in Idaho State. The NWICF solicits and facilitates private philanthropy, corporations, foundations, governments, tribal and related contributions to or for the benefit of the students, research and program services as designated by the NWICF's strategic vision, goals and donors.

Based on the vision and goals, and under the supervision of the Board of Directors, this position is responsible for managing the daily operations of the Foundation and its staff. In addition, the overall development plan will focus on the three core areas approved by the NWICF Board including: 1) Endowments, 2) Scholarships, 3) Institutional Support and Management. Annually, the NWICF Executive Director and Board will review, update and approve the Foundation's three-year program strategic direction and tactical

plan which includes the goals, activities, marketing plan, reporting, staff assignments, budgets, time-frame, evaluation, updated policies for each core area and quarterly progress reports of accomplishments.

The Director provides the overall management and administration, policy objectives and development to maximize fundraising campaigns, fund development and to create and foster donor relationships, and continual assessment in collaboration with the Foundation Board. Other duties will be assigned as determined by the Board of Directors.

## **DUTIES & RESPONSIBILITIES**

**Fiscal Operations and Accountability:** The Executive Director is responsible for the oversight and management of the daily operations of the NWIC Foundation administration. Under the supervision of the Foundation Board, this position ensures all transactions, payables, receivables, donations, investments, contracts, and staff management are organized for the effective operations of the NWICF to complete its mission and goals.

**NWICF Board Support:** This position ensures the effective support of the NWICF Board, facilitation of the Board meetings and activities to prepare for advocacy and fundraising ASKS to support the mission of the Northwest Indian College Foundation.

**Development and Implementation of Fundraising and Sustainability Plan:** Each year this position will plan, develop and/or modify the NWICF's development work plan with the NWICF Board based on the approved goals to support the Northwest Indian College and its' sites, students and staff. This plan will include: goals, activities, staff assignments, budgets, time frames, reporting requirements, evaluations of accomplishments and promotion of the NWICF. The goals are integral to this position and therefore are incorporated into this job description. This plan will include multiple fundraising strategies to solicit and cultivate donations from tribes, corporations, foundations, government agencies and the general public.

Integral to this process is donor cultivation. This position is responsible to ensure a process to grow relationships with donors and provide responsive acknowledgment to all donors in a timely manner, donor reporting, donor agreements, donor press releases and all other correspondence related to positive donor cultivation.

### **Other Responsibilities:**

- Plan, organize, coordinate and market social media platforms to showcase the NWICF goals, media activities and special events; update website and share the accomplishments of student awards and success.
- Coordinate planning and scheduling; facilitate meetings and develop strategies; provide materials and reports, and assist Chairs of the NWICF Committees, which includes but is not limited to:
  - Executive Committee
  - Resource and Development Committee

- Finance and Investment Committee
- Membership Committee

### **SUPERVISOR RESPONSIBILITIES**

This position supervises and maintains the NWICF staff in accordance with the approved policies and applicable fair employment laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing staff work, as well as conducting employee evaluations, recommending promotions or disciplinary actions and resolving issues that could affect employee rights and/or conflicts to maintain a positive working environment.

### **QUALIFICATIONS to perform the position successfully:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Master's degree in Education, Public Administration or a Philanthropy related community development degree.
- Five years of proven experience in fund development, philanthropy, and community experience and relationship building.
- Experience working with Native Americans, and Tribal Nations, preferably in higher education and/or philanthropy.
- Experience working in a team environment in order to achieve strategic goals.
- Exceptional interpersonal skills and ability to interact effectively with academic leadership, faculty, prospective donors, Tribes, foundations and corporations.
- Experience and ability to develop strategies to increase endowment funds.
- Experience in the development of foundation, tribal, state, federal and individual family grant applications and preparing required reports for the donors and Board.
- Experience and ability to organize major fundraising events.
- Experience in monthly budget preparation, fiscal management, reporting and documentation of Tribal, State, Federal, investment and donor funding income requirements and agreements.
- Experience and knowledge of fundraising, budgeting, policy development and marketing strategies.
- Experience with Jenzabar financial management system preferred.

**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. NWIC Equal Employment Opportunity (EEO) form
4. Current and complete professional resume
5. Copies of college transcripts (*can submit unofficial copies at time of application*)
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
8. Please provide a portfolio of your work and accomplishments in the areas of fund development, philanthropy, and community experience and relationship building.

Final candidates will also be required to present a PowerPoint presentation of funding strategies and provide a brief introduction via video, power point, or social media platform of the strategy you would promote as the Executive Director; i.e. implementation of the strategic plan, short and long-term goals of fund raising and promotion of the Foundation.

The job announcement and application forms are available online at [www.nwic.edu/about-nwic/employment](http://www.nwic.edu/about-nwic/employment) 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](mailto:employment@nwic.edu)