



NICWA

National Indian Child Welfare Association
Protecting Our Children • Preserving Our Culture

POSITION ANNOUNCEMENT: INDIVIDUAL GIVING MANAGER

The National Indian Child Welfare Association (NICWA) is dedicated to the well-being of American Indian and Alaska Native children and families. We believe every Native child must have access to community-based, culturally appropriate services that help them grow up safe, healthy, and spiritually strong—free from abuse, neglect, sexual exploitation, and the damaging effects of substance abuse.

NICWA is a private, nonprofit, membership organization founded in 1983 and based in Portland, Oregon. Our members include tribes, individuals—both Native and non-Native—and private organizations from around the United States concerned with Native child and family issues. Together, our partners, board, and staff work to protect Native children and keep them connected to their family, community, and culture. Our next individual giving manager will have a key role in ensuring our organization has funding to carry out our mission by planning and managing all annual giving activities, day to day operation of our donor database, and leading donor prospecting activities.

The Opportunity

We are a culturally based organization with a focus on leading our work with Indigenous values. The individual giving manager works under the direction of our development director to implement and evaluate a comprehensive multi-year plan to educate constituents and potential donors about our philanthropic goals and to increase funding that directly impacts Native children and families. Our individual giving manager will execute our development plan by building, maintaining, and strengthening constituent relationships to increase annual fund support from individuals and members. The individual giving manager will focus on engaging and expanding our donor base using moves up management strategies. Working with the member relations manager, the individual giving manager will help build and maintain members' relationships with NICWA to help identify leadership, major gift, and planned giving opportunities. Our individual giving manager will take a leadership role, working with the development project coordinator, in managing the donor database and prospect management activities.

We are a well-regarded national organization with strong leadership, deep roots locally in the Pacific Northwest, and strong relationships with local tribal communities as well as tribes nationwide. We have an engaged board of directors who help shape our work and carry out our organizational fundraising goals. We have a highly collaborative workplace. The way we do our work is just as important to us as the quality and outcomes of our work, and we invest in our employees and our organizational culture.

Candidate Profile

NICWA seeks a leader who is passionate about the well-being of American Indian and Alaska Native children and families and wants to use their fundraising expertise and strong relationship building and communication skills to raise mission-critical unrestricted support. This leader will have a passion for strengthening and building new and existing relationships with our constituents. Our new individual giving

manager is an excellent communicator with experience and expertise in working with different communication styles and the ability to communicate meaningfully by phone, email, and in person. Our ideal candidate will have experience working with complex data and computer applications in a fundraising environment. This position will be an excellent fit for an individual with a passion for translating our mission to prospective donors. Our new individual giving manager will have a strong work ethic and will be flexible and mission driven in the types of work they perform.

Key Skills, Attributes, and Areas of Expertise

- **Attention to Detail** - The individual giving manager will have experience managing donor databases, with a meticulous eye for detail.
- **Knowledge of Indian Country** - The individual giving manager will be familiar with Native culture and have knowledge of the challenges facing urban, rural, and reservation Native and tribal communities.
- **Relationships** - The individual giving manager will build, maintain, and leverage strong and sustainable relationships with colleagues and community members.

Qualifications

- Has a bachelor's degree and three to five years of successful development experience, preferably in a Native nonprofit or cultural institution setting
- Demonstrated knowledge of Native culture and social service systems with strong relationships throughout Indian Country
- Experience in utilizing donor databases or CRM systems; Raiser's Edge preferred
- Strong interpersonal skills with an ability to personally connect with donors and prospects of all levels
- Ability to organize workload and prioritize projects for position, team, and organization
- Demonstrated ability to make personal funding requests

NICWA is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, sex, disability, veteran, or any protected status.

To Apply

Complete application materials include: a cover letter, resume, and NICWA's employment application (which can be found at <https://www.nicwa.org/employment/>). Please submit completed application materials to nstewart@nicwa.org by January 29, 2021.

Paper application materials may be mailed to:
NICWA
Human Resources Department
5100 S Macadam Avenue, Suite 300
Portland, OR 97239