



NICWA

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

POSITION ANNOUNCEMENT: DEVELOPMENT PROJECT COORDINATOR

The National Indian Child Welfare Association 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 support comes from 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 families, community, and culture. Our development team ensures our organization has funding to carry out our mission by planning and managing all annual giving and membership activities, day-to-day operation of our donor database, and leading donor prospecting activities. Our next development project coordinator will assist our development team with the operations side of development: gift acceptance, record keeping, data entry, acknowledgment processes, stewardship, and proofreading.

The Opportunity

We are a culturally based organization with a focus on leading our work with Indigenous values. Our part-time development project coordinator will work under the direct supervision of our development director. The position maintains the integrity of our Raiser's Edge NXT system through precise and timely gift, membership, and donor data entry. The position performs general administrative functions, such as word processing, emailing, filing, and scanning in a timely and professional manner. The position also ensures that all internal and external publications meet our publication standards by providing proofreading.

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 detail-oriented, thorough individual who is passionate about the well-being of American Indian and Alaska Native children and families and hopes to use their excellent communication skills to contribute to our mission. This leader will have a passion for maintaining accurate data and producing documents that are free of errors and will have the ability to communicate meaningfully by phone, email, and in person. This part-time 17.5 hours a week position will be an excellent fit for an

individual who desires part-time work. NICWA staff are currently working from home because of the COVID-19 pandemic and will return to the office in July.

Key Skills, Attributes, and Areas of Expertise

- **Attention to Detail** - The development project coordinator will have experience entering data in donor databases, with a meticulous eye for detail and accuracy.
- **Expertise with Technology** - The development project coordinator will understand and appreciate the role of a donor database in a busy development office.
- **Strong Organizational Skills** - The development project coordinator will organize and maintain annual giving and membership documentation.

Qualifications

- Associate degree or vocational/technical school degree.
- At least 1-2 years of demonstrated Raiser's Edge database experience is preferred; other types of fundraising and CRM database experience will be considered.
- Previous administrative experience and excellent internet research skills are required.
- Detail oriented and well organized.
- The ability to handle competing priorities in a fast-paced environment.
- A high degree of technological proficiency, including Microsoft Office, Experience with fundraising software or similar database systems and project management tools.
- Excellent interpersonal, communication (including listening, writing, speaking), customer service, and time management skills essential.

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 May 3, 2021.

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