



**NICWA**

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

## **POSITION ANNOUNCEMENT: Annual Giving and Donor Relations 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 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 annual giving and donor relations manager will take a leadership role in executing NICWA's annual giving and donor stewardship efforts.

### **The Opportunity**

We are a culturally based organization with a focus on leading our work with Indigenous values. The annual giving and donor relations manager takes a leadership role in executing NICWA's annual giving and donor stewardship efforts; 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 efforts to increase funding that directly impacts Native children and families. Specifically, this position will lead efforts that continue to increase annual giving from individuals, but also increase corporate and foundation giving to broaden NICWA's base of support. With new constituent segments comes the need for more cohesive stewardship strategies beyond organization-wide communications. "Donor relations" at NICWA encompasses development and implementation of stewardship strategies beyond solicitation. In partnership with the development director, this position will develop and implement a comprehensive and integrated donor relations program.

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 annual giving and donor relations 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 annual giving & donor relations manager will have a strong work ethic and will be flexible and mission driven in the types of work they perform. The ideal candidate will have experience working remotely and will be prepared to return to the office in Portland, Oregon, in March of 2022.

### **Key Skills, Attributes, and Areas of Expertise**

- **Attention to detail** - The annual giving & donor relations manager will have experience managing donor databases and email marketing system, with a meticulous eye for detail.
- **Knowledge of Indian Country** - The annual giving & donor relations manager will be familiar with Native culture and have knowledge of the challenges facing urban, rural, and reservation Native and tribal communities.
- **Relationships** - The annual giving & donor relations 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 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 [lindsay@nicwa.org](mailto:lindsay@nicwa.org) by February 14, 2022.

Paper application materials may be mailed to:

NICWA  
Human Resources Department  
5100 S Macadam Avenue, Suite 300  
Portland, OR 97239