

Position Description

Position Title: Donor Stewardship Manager

Location: Remote

Reports to: Director of Advancement

Status: Full-time, Exempt

Position Summary

Reporting to the Director of Advancement and serving as an integral member of the IllumiNative team, the Donor Stewardship Manager will create, execute and/or support a comprehensive donor tracking, acknowledgment and recognition plan to support all donors across all revenue streams of the organization including major gifts, tribal giving, corporate giving, earned income, sustaining gifts and grants. The Donor Stewardship Manager is also responsible for creating and disseminating grant and fundraising reports and monitoring all fundraising-related deliverables.

The Donor Stewardship Manager will think strategically about donor engagement and retention, providing creative solutions to enhance the relationship of donors with IllumiNative, increasing the likelihood of continued support. The Donor Stewardship Manager will also help research new and existing donors and help coordinate with the Director of Advancement to ensure that the solicitations are commensurate with the donor's capacity and life circumstance. In addition, this role is responsible for managing IllumiNative's CRM as well as a small portfolio of individual donors. The Donor Stewardship Manager is also responsible for helping draft gift solicitations and proposals as well as following up to secure gift renewals.

Organization Summary

IllumiNative is a national, Native woman-led racial and social justice organization. Our mission is to build power for Native peoples by amplifying contemporary Native voices, stories, and issues to advance justice, equity, and self-determination. We utilize research, narrative and culture change strategies, movement-building and digital organizing to dismantle white supremacy and mobilize public support for Native issues. To learn more about our work, visit www.illuminatives.org

Role Responsibilities

- Establish and maintain information-tracking process regarding acknowledgment, recognition, ongoing communications, and continued cultivation for past and current donors across all revenue streams including major gifts, tribal giving, corporate giving, earned income, sustaining gifts and grants.
- Manage and maintain IllumiNative's CRM and ensure that all data for every revenue stream is current and accurate.
- Conduct prospect research on individual, tribal, foundation and corporate donors
- Assist with the development of fundraising presentations and materials
- Proactively support the stewardship activities of the advancement department by assisting them in establishing and coordinating individualized stewardship plans for donors in their portfolios.
- Manage standard IllumiNative donor levels and corresponding benefits and recognition for every donor.
- Work with the Director of Advancement and the Director of Communications to include appropriate recognition in print and web materials and social media.
- Manage membership roster, recognition and benefit implementation for all giving programs.

- Develop process for extending strategic and regular invitations to donors and prospects for meetings and events and develop guest lists for events in collaboration with the Director of Advancement.
- Create opportunities for donors to observe and learn about IllumiNative.
- Oversee a portfolio of annual individual donors below \$1,000. Responsible for identifying, cultivating, soliciting, stewarding and acknowledging these donors.
- Draft donor solicitation proposals.
- Draft donor acknowledgment letters.
- Assist with copyediting and drafting fundraising and grant reports.
- Other duties as assigned by the Director of Advancement.

Education, Experience, Knowledge, Skills and Ability

- Bachelor's degree is required.
- Minimum 2 years' experience in fundraising and development.
- Integrity, positive attitude, results-oriented, mission-driven, detail oriented, goal-driven and self-directed with demonstrated passion for IllumiNative's mission and commitment to building power for Native peoples.
- Excellent written and verbal communication skills.
- A team player, who can interrelate and operate effectively with peers and other team members within a collegial, yet demanding, work environment.

- An individual who can handle a variety of constituencies, manage multiple tasks simultaneously and thrive in a complex environment with multiple priorities.
- Excellent judgment and creative problem-solving skills, including negotiation and conflict resolution skills.
- Self-reliant, good problem solver and results oriented.
- Ability to make decisions in a changing environment and anticipate future needs.

- Ability to quickly understand and articulate IllumiNative's work and mission both internally and externally.
- Ability to build partnerships, collaboration and effective communication with internal as well as external partners and other organizations.
- Commitment to producing high quality work against competing deadlines and strategic objectives.

All employees of NVF are required to complete timesheets.

How to Apply

Please send a resume, cover letter, and portfolio with relevant samples of your work to lincoln@illuminatives.org.

Compensation and Benefits

Salary range: \$40,000-\$60,000

Benefits:



ILLUMINATIVE

Comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance, 3% employer match on 401k contributions, pre-tax transportation benefits, and paid holidays, vacation, sick, and volunteer time off.

Hiring Statement

IllumiNative is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NVF's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.