

## Position Description

**Position Title:** Director of Advancement

**Location:** Remote

**Reports to:** Executive Director

**Status:** Full-time, Exempt

### Position Summary

IllumiNative is a dynamic, groundbreaking and rapidly growing organization that is chartering a next phase of ambitious, strategic growth. The organization is ready to significantly scale up its infrastructure, capacity, programming and impact to build power for Native peoples to advance justice, equity and self-determination. The organization seeks a highly skilled, passionate and innovative Director of Advancement with a successful track record that can lead IllumiNative's advancement strategy including building out our advancement infrastructure and team as well as develop and implement a capital campaign over the next 3 years. The Director of Advancement will be a key partner of the Executive Director, Chief Operating Officer and Chief Impact Officer as we create an ambitious plan to fund and sustain our growth and impact for Native peoples.

### Organization Summary

IllumiNative is a national, Native woman-led racial justice organization fiscally sponsored by New Venture Fund, a 501(c)3 public charity. Founded in 2018, IllumiNative's mission is to amplify contemporary Native voices, stories and issues to build power for Native peoples to advance justice, equity, and self-determination. IllumiNative works to transform how Americans and key institutions think about and engage with Native peoples in order to fight systemic racism and achieve transformational change for Native communities and future generations. Building power for Native peoples through representation and systems change is the frame, lens and goal of our work. Through interrelated programs of Research, Narrative Change + Impact, Pop Culture + Media, and Movement Building + Organizing, we amplify Native voices, stories, and issues across public platforms, activate support from diverse national audiences, and strengthen the influence and capacity of Native peoples to drive systems change. Each of these programs serves as foundational movement infrastructure to dismantle the systemic racism facing Native peoples and to build power and advance equity and justice for current and future generations.

### Key Requirements of the Director of Advancement

#### Reporting Relationships

The Director of Advancement reports directly to the Chief Operating Officer (COO). The Grant Writer and Reports Manager and Major Gifts Manager report to the Director of Advancement.

## Organizational Leadership

- Serve as key partner to the Executive Director, Chief Operating Officer (COO) and Chief Impact Officer (CIO) to chart a path for a successful advancement strategy.
- Establish productive working relationships between and among the Senior Leadership Team and the staff to ensure a healthy and high performing organizational culture and practice grounded in core Indigenous values.
- Partner with the Senior Leadership team to identify opportunities, challenges and emerging issues faced by the organization. Work with leadership and staff to recognize internal and external opportunities, challenges and solutions and define and execute appropriate strategies to support them.
- Ensure ongoing excellence and alignment with IllumiNative's vision and mission in programs, communications, operations and fundraising.
- As needed, serve as an ambassador and effective speaker for IllumiNative at both IllumiNative-led and select external events.
- Partner with the COO, Executive Director and NVF financial analysts on budget management, tracking cash flow, financial projections, budget planning and financial reporting to donors.
- Lead from a collaborative leadership mindset and practice and work in partnership with senior leadership and staff to create a culture of fundraising within the organization that can advance IllumiNative's power building strategies for Native peoples.

## Advancement

- Develop leadership and a practice within the advancement department that is rooted in community-based practice, IllumiNative's research, theory of change and Indigenous values and serve as in-house expert on fundraising strategies.
- Develop and implement IllumiNative's advancement infrastructure that includes systems, processes, practices and staffing that will ensure a high-level of performance, leadership, efficiency and accountability to donors and senior leadership.
- Set performance goals, outcomes, and engagement metrics to monitor progress and adjust advancement strategies.
- Develop and retain a team of high-performing staff to execute IllumiNative's advancement strategy.
- Develop and execute IllumiNative's advancement strategy including a 3-year capital campaign to significantly scale up infrastructure, programs, operations and the advancement department.
- Secure financial support from foundations, individuals, tribes and corporations.
- Build and maintain ongoing relationships with donors
- Represent IllumiNative's work to prospective donors, partners and other key external audiences.
- Investigate possibilities for new funding opportunities, including research and outreach to prospective donors.
- Oversee and manage the Customer Relations Management (CRM)/fundraising software and complete data entry, processing, and reporting. This includes maintaining updated email and mailing lists, donor lists and donor profiles. Analyze fundraising data and prepare reports as needed using Every Action software.

- Oversee the development and tracking of proposals to funders and completion all necessary reporting
- Oversee the creation of fundraising and marketing materials
- Build and manage the Advancement Team, including working with and managing consultant
- Meet prospective donors and supporters on a continual basis to establish effective communications with them.
- Grow a major gifts program including identification, cultivation and solicitation of major donors.
- Develop and direct capital campaigns and other major fundraising drives.
- Coordinate fund raising special events.
- Oversee and lead prospect research.
- Oversee creation of publications to support fund raising activities.
- Develop and manage gift recognition programs.
- Perform other related duties as requested.

### **Education, Experience, Knowledge, Skills and Ability**

- Five or more years of development experience with a nonprofit organization, preferably with an annual budget of over \$5M
- Demonstrated ability to work effectively with Indigenous Peoples and communities
- Proven track record of successfully building or sustaining a nonprofit fundraising operation
- Commitment to continuous improvement and ability to learn from successes and failures
- Demonstrated understanding of program development and program effectiveness
- Strong project management and attention to deadlines
- Demonstrated leadership and excellence in organizational and managerial
- Exceptionally strong verbal and written communications skills with the ability to create high-quality materials and deliver compelling messages and presentations
- Proficient with Microsoft Office Suite (MS Word, Excel, PowerPoint) and experience with one or more fundraising software, such as EveryAction or Donor Perfect.
- An innovative self-starter and self-reliant person.
- Have a proven track record of successfully building or sustaining a nonprofit fundraising operation.
- Ability to learn quickly and internalize IllumiNative's mission, theory of change, research and approach to power building through narrative and culture change and organizing strategies so that you may in turn develop a fundraising plan to grow and sustain these efforts.
- Ability to rapidly understand and analyze new situations, to be flexible and adapt as needed to be a team collaborator and leader.
- Learn from your successes and failures and improve processes to drive and expand IllumiNative's fundraising capacity and success.
- Exceptionally strong communicator who can create high-quality materials and deliver compelling messages and presentations.
- Entrepreneurial, creative and ambitious as you will be charged with helping to build the advancement department and IllumiNative's next chapter of infrastructure, growth and impact from the ground up.

- Team player, who can interrelate and operate effectively with peers and other associates within a collegial, yet demanding, work environment.
- Ability to handle a variety of constituencies, manage multiple tasks simultaneously and thrive in a complex environment with multiple priorities.
- Innovative thinker, with a track record for translating strategic thinking into action plans and output.
- 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.
- Thrive in a fast-paced environment and are flexible when it is necessary.
- Willingness to travel to implement our advancement strategy, meet with donors, partners, staff and others when needed.

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](mailto:lincoln@illuminatives.org).

### **Compensation and Benefits**

**Salary range:** \$65,000-\$105,000

### **Benefits:**

*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.