



NATIVE CONSERVANCY

Advancement Director

Background:

Native Conservancy, a 501 c3 nonprofit based in Cordova, Alaska, was established in 2003 to permanently protect and preserve endangered habitats on the ancestral homelands of Alaska Native peoples. Native Conservancy supports resilient futures for Indigenous peoples by preserving, repatriating and restoring ancestral homelands, traditional food sources and subsistence practices to revitalize Native culture, habitat, health and spirituality. See www.nativeconservancy.org for more information.

Job Description:

Native Conservancy is seeking a full-time Advancement Director with significant grants management and fundraising experience to work closely in partnership with the President and Leadership Team while providing direction to the Advancement team. This leadership position requires a high degree of professionalism with self-driven autonomy, follow-through, adaptive flexibility, and detailed proactive organization.

Summary of Duties:

- Lead relationship-building with current and potential funders, partners and other supporters
- Proactively seek grant and other funding opportunities to support the work of Native Conservancy
- Supervise, coordinate and lead the Advancement Team, Grant writers/Coordinators
- Manage current grants, overseeing deliverables tied to program commitments, track both restricted and unrestricted use of funds and complete required reporting
- Implement annual fundraising plan to meet fundraising goals
- Oversee the management of the portfolio of donors, including individual, private, foundational and federal, using the established Bloomerang CRM database
- Seek initial and ongoing input from Leadership Team to effectively steward the grant submittal process for all applications on an ongoing basis
- Help prepare the annual budget with forecast of incoming revenue
- Work closely with the Accounting team to ensure accurate tracking of grant expenditures and revenue recognition as well as assist in the preparation of the annual financial audit
- Prepare and present quarterly reports on progress towards fundraising goals for the President and Board
- Create and carry-out presentations about the work of Native Conservancy
- Oversee consistent communication with current funders through thank you letters, newsletters and organizational updates
- Travel as required to meet with current and potential funders and supporters, and to support outreach for Native Conservancy

Required Qualifications and Skillsets:

- Bachelor's degree in Organizational Development, Business or Nonprofit Administration, Project Management, Communications or similar preferred (relevant training and experience may be substituted in lieu of degree)
- Strong knowledge of Indigenous and Alaska Native histories and contemporary experiences
- Grants management and fundraising, minimum 5 years experience
- Proven track record of meeting fundraising goals and securing major gifts

- Extremely organized with keen attention to detail and strong communication skills
- Ability to multitask effectively and switch focus with ease
- Professional, confident and tactful with excellent written and verbal communication skills
- Enjoys working in a team environment with the ability to manage productivity on an independent basis
- Possesses the ability to easily interact with partners, funders and coworkers in a variety of spaces
- Highly proficient computer skills (Outlook, Word, Excel, Google Workspace, Mailchimp, donor software)
- Tech savvy, proficient in navigating social media
- Ability to handle confidential and personal information with discretion
- Proactive, autonomous and self-motivated
- Previous nonprofit management experience preferred

Additional Information:

FLSA designation: full time, exempt

Location: Remote, within Alaska preferred

Salary: \$90,000 - \$110,000 annually DOE

Benefits: Native Conservancy offers generous paid leave and paid holidays, medical, dental, and vision insurance for employees and a retirement contribution reimbursement.

Application Instructions:

Please send the following application packet materials to advancement@nativeconservancy.org:

- Cover Letter
- Current Resume
- Current Professional Letter of Recommendation
- Writing Sample relevant to support- or fundraising

Application closing date: 9/30/2024. Completed applications will be reviewed to determine eligibility requirements are met. Interviews will take place October 2024 with an expected start date of no later than December 1, 2024.