



Intertribal Agriculture Council Position Description

Development Director

Location: Duty station flexible DOE, qualifications, and references

Status: Career

Supervisor: IAC Executive Director

Salary: DOE up to \$85,000/year

Duties and Responsibilities:

Under the general supervision of the Executive Director, the Development Director provides strategic philanthropic leadership to establish relationship-based development with local, state, Tribal, national and international funders, and develops major planned income generating programs. In order to acquire an in-depth perspective on the history of the organization, in addition to current and future programming; extended travel to Billings MT; or Eagle Butte SD may be required. A long-term goal for this position is to secure funding for an endowment that guarantees the ability of the IAC to maintain current levels of operation in perpetuity.

General Duties

- Possess thorough understanding of the mission of the IAC and how current programming lends to that mission.
- Ability to devise strategic plans and ideas with IAC Staff, Board, and Executive Director to address barriers and obstacles, and seek funding for those solutions.
- Seek creative funding sources for existing IAC operations. Fundraising
- Plans and develops long- and short-term strategies to accomplish organizational goals.
- Assist other affiliated entities with fundraising, planning, and grant-writing services, as directed.
- Develops innovative approaches and initiatives to create income generating programs and to identify new sources of prospective income.
- Maintains accurate follow-up and back-up materials in database and files.
- Develops innovate recognition opportunities and materials and events for continuity and income stewardship.

Grant-writing

- Monitors the annual grant calendar, ensuring that proposals and reports are submitted in a timely manner.
- Manages requests to local and national foundations, corporations, small businesses and service organizations.
- Works with board and staff to identify and articulate program activities that have the potential to receive grant funding.
- Reviews grant proposals from other staff and based upon guidance from Executive Director assists in submission.
- Coordinates all requests for funding to ensure the preparation and submission of necessary reports.

Marketing

- Involved in an annual marketing and communications plan that effectively markets the organization and educates the public in terms of issues and maximizes the organization's fundraising efforts.
- Ensures that development activities are incorporated into advertising and promotional plans and manages the annual advertising and promotional budget.
- As part of the senior management team, participates in crisis management and crisis communication plans.

General Administration

- Oversees the preparation and monitoring of an annual development budget for the organization.
- Ensures that all fundraising records are maintained in a timely and accurate manner.
- Develops innovative approaches and initiatives to create and maintain a donor base and to identify new sources of prospective donors.
- Maintains accurate follow-up and back-up materials in database and files.
- Thorough understanding of fundraising programs, including individual, corporate and foundation gifts, and knowledge of grant management, gift management and stewardship.
- Strong public relations, interpersonal communication skills and professional judgment.
- Exemplary written communication skills and the ability to write reports and business correspondence.
- Strong computer/data management skills, and demonstrated ability to adapt.
- Familiarity with SAGE Fundraising Model is preferred. Highly detailed with the ability to organize, manage and meet deadlines of project assignments.
- Highly professional demeanor and team player capable of working with a variety of leadership styles.

Qualifications:

- A background demonstrating detailed familiarity in agriculture, agribusiness, and conservation is preferred but not required.
- Requires a Baccalaureate or higher degree and 5 years work experience in grant-writing, fundraising, and grant administration, Agriculture, Natural Resource Management or related fields, are preferred.
- Requires demonstrable organization and supervisory skills through a combination of work experience and specific technical education.
- Requires the ability to work independently and function smoothly in a team of professionals with differing educational fields and backgrounds to develop and implement mutual goals and approaches to problem solving in Indian Country.
- A proven history of successful fundraising and grant-writing from varied sources.

Special Considerations:

- Position requires skill in written and oral communication, including formal presentations in small forums and large groups, ranging from Congressional Committees to large Indian gatherings.
- Position requires travel at IAC expense as needed.
- Preference in hiring may be given to qualified individuals of Native American or Alaska Native descent.