POSITION DESCRIPTION

Associate Director, Development

NIA TERO

Nia Tero is a US-based nonprofit with a culture guided by Indigenous wisdom, practices, and protocols. Our mission is to work in solidarity with Indigenous peoples who sustain thriving territories and cultures to strengthen guardianship of Earth and all beings. Our vision is of an Earth where Indigenous guardianship of thriving homelands and waters is enabled everywhere possible on Earth. To achieve this, we work in solidarity with Indigenous peoples who sustain thriving territories and cultures to strengthen guardianship of Earth and all beings. Our governing bodies, leadership, and staff are built upon diverse, non-Indigenous and Indigenous identities and life experiences. As a bridge building organization that connects environmental funders with Indigenous organizations, we view this diversity as a source of our strength. Nia Tero is in a start-up phase seeking candidates who thrive in a fast-paced environment and can support the organization to strengthen and scale its impact.

SUMMARY

The Associate Director, Development, with the support of the Managing Director, Development and other Nia Tero leaders, has the responsibility of raising large contributions to support the organization’s commitment to working alongside Indigenous Peoples’ efforts to secure their territories and cultures. The ideal candidate is a senior fundraising professional who enjoys developing and implementing strategies for cultivating and soliciting major and principal donors — most notably complex, multidisciplinary partnerships with large, professional operating foundations and large family foundations. They serve as day-to-day point-person for select donors, acting as a liaison between external philanthropic staff and Nia Tero colleagues and coordinating/implementing Nia Tero’s relationship management strategy. This proactive Associate Director works with Nia Tero staff and partners to craft competitive, compelling proposals and stewardship materials, while keeping the leadership team and colleagues apprised of various donor priorities and respective interactions.

The successful applicant would also benefit from having deep ties and understanding of Indigenous cultures, a passion for our mission, and possess outstanding collaboration and team working skills. This position will also mentor and collaborate with colleagues to demonstrate fundraising best-practices and trust-based, transformative philanthropy.

KEY RESPONSIBILITIES

- Develop appropriate cultivation, solicitation and stewardship strategies and execute individualized action plans for a portfolio of six and seven figure donors
o Routinely analyze fundraising progress towards goals to communicate and coordinate with the Managing Director to develop a strategy to maintain a healthy fundraising pipeline
o Work in collaboration with the Managing Director, Development and communications staff/consultants to draft customized request materials, proposals, donor correspondence and ancillary materials
o Generate creative solutions for stewarding donors to advance Nia Tero’s efforts to maintain and strengthen high-quality individual donor relationships
o Persuasively convey the mission of Nia Tero to diverse groups important to the organization’s overall prosperity

PEOPLE AND RESOURCE MANAGEMENT RESPONSIBILITIES
This position will not have supervisory responsibilities at this time but may in the future. This position will have access to Nia Tero’s fundraising database and sensitive financial information, so discretion is required.

QUALIFICATIONS

Required:

Education and experience
- Bachelor’s degree preferred*
- Strong work tenure: seven or more years of experience, coursework, or other relevant training in resource development, nonprofit administration, particularly in the areas of capital campaigns, major gifts and planned giving
- Experience in asking for and closing gifts of $100,000 or more, including planned gifts / bequests
- Experience building and maintaining long-term relationships with constituents, particularly major donors and foundations
- Experience managing and tracking multiple prospects and donors
- Experience working with fundraising principles and practices
- Experience using word-processing, database management and spreadsheet software, and navigating the Internet
- Proficient in the Microsoft Office Suite (Outlook, Word, Excel, and Power Point) and Adobe Acrobat

*A combination of education, training, and experience which has provided theoretical and practical knowledge will be evaluated for equivalency.

Skills and abilities (including languages and software)
- Ability to design and implement fundraising strategies, including cultivation, solicitation, and recognition strategies
• Ability to determine a donor’s interests, capacity, and potential for helping Nia Tero meet its goals, and act appropriately to match those interests with Nia Tero’s work
• Demonstrated experience as an active listener, using diplomacy and tact to build strong relationships and motivate donors
• Proven ability to negotiate complex, high profile or sensitive agreements
• Ability to adapt or modify processes in response to changing circumstances
• Exceptional written and verbal communication skills, including communications with stakeholders whose first language is not English
• Highly resourceful team player who supports colleagues with achieving their best work and is also extremely effective independently
• Proven ability to handle confidential information with discretion
• Prioritizes competing needs, handles matters expeditiously and proactively, and follows through on projects to successful completion while managing work across multiple deadlines

Ideal:
• Experience raising funds for a global organization
• Working knowledge of Spanish, Portuguese or French
• Experience with start-up cultures and multi-cultural or cross-cultural experience appreciated

WORKING CONDITIONS AND TRAVEL
This full-time position is ideally based in Seattle, with flexibility to work some evenings and weekend hours as needed. For the right candidate, the team is open to a teammate who works remotely on a permanent basis.

Physical Requirements:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:
• Visually or otherwise identify, observe, and assess distance, color, and depth; Required to regularly communicate with others and exchange accurate information.
• Able to operate a computer and other office productivity equipment; able to remain stationary at a computer for extended periods of time and move around his/her assigned workspace.
• Occasional day and night domestic travel and some international travel is a potential (up to 15%)

HOW TO APPLY:
If interested in this role, please apply with your resume and cover letter, formatted in Microsoft Word, via https://www.scionstaffing.com/job/8637/.

Please Address Applications to:
Krista Sietsema, Executive Search Principal
Scion Executive Search
Nia Tero is a poly-cultural, global organization that strives to have an inclusive, equitable, and diverse work culture. We strongly encourage people for historically excluded groups to apply.

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