



AMERICAN INDIAN GRADUATE CENTER

POSITION CLASSIFICATION AND DESCRIPTION

POSITION TITLE: Development Associate
CLASSIFICATION: Non-Exempt
DEPARTMENT: Development
SUPERVISOR: Director of Strategic Partnerships
GRADE:

Position Summary:

Under the supervision of the Director of Strategic Partnerships or designee, the Development Associate is will spend a significant amount of time in direct interaction with individual donors and will be responsible for the cultivation and stewardship of assign donor and prospects. The Development Associate will also collaborate with the Development team to draft solicitation proposals and write grant applications from corporations and foundations.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Assists in ensuring accurate and appropriate donor recognition for all contributors.
- Provide support researching prospective grants, funders, and donors.
- Researching grant opportunities, collect data for grant applications, assist in writing grant applications.
- Coordinating funding requests, reports and other documents
- Manage a portfolio of donors and prospects.
- Identifies, cultivates, solicits and stewards donors and prospects, through visits and other forms of direct personal contact, in accordance with performance targets set by the Director of Strategic Partnerships.
- Assists in scheduling meetings with prospective funders and donors.
- Participates in the development, implementation and evaluation of the organization's annual fundraising campaigns, including other general giving and special fundraising activities.
- Coordinates volunteer schedules and assigns tasks, for special events and activities.
- Performs prospect research and analysis for Director of Strategic Partnerships, CEO and other development team officers.
- Writes, proofs and edits correspondence and materials, for development. Drafts solicitation proposals, reports, letters, and other correspondence.
- Supports initiatives within annual giving from initial planning and coordination stages to implementation and follow through. Participates in the success of these activities.
- Record activities in Donor database and provide timely reports on cultivation and solicitation actions.
- Maintains Development database and records. Performs data entry as needed.
- Generates fundraising progress reports as requested.
- Assists in researching and compiling data on donors/members/grantors/investors/partners.
- Assists in ensuring accurate and appropriate donor recognition for all contributors.
- Assists in planning and implementation of events, as assigned, including invitation production, mailings, RSVP lists, event coordination and personal support of the event(s).

- Maintains strict student confidentiality and compliance with the Family Education Right to Privacy Act.
- Embodies AIGC Core Values and promotes the AIGC organization, staff and programs, in a positive and professional manner.
- Contributes to a team effort and accomplished related results.
- Perform other duties as required.

Minimum Qualifications:

Associate's degree or technical certificate required, plus one to three years experience in fundraising; or equivalent combination of education and experience.

Valid Driver's License required. Must be able to successfully pass a pre-employment drug/alcohol screen and background investigation.

Knowledge, Abilities, Skills and Certifications:

- Knowledge of American Indian History, culture and tribes.
- Knowledge of modern office practices, procedures and equipment
- Knowledge of business English, proper spelling, grammar, punctuation and basic arithmetic.
- Ability to write reports, business correspondence and procedures.
- Ability to communicate effectively in the English language, both verbally and in writing, with staff and the general public.
- Ability to follow oral and written instruction.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds, and with coworkers at all levels.
- Ability to represent the AIGC in a professional manner.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to work independently, with minimal supervision.
- Skills in data entry.
- Skills in telephone etiquette.
- Skills in electronic file and record maintenance.
- Ability to demonstrate excellence in everything and continually seek improvement in results.
- Skills in operating business computers and office machines, including various software applications, specifically Word, Excel, Access, presentation software (such as PowerPoint).

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle or feel; reach with hands and arms and talk or hear. The employee frequently is required to walk. The employee, occasionally, is required to stand, stoop, kneel, crouch or crawl. The employee must, occasionally, lift and/or move up to 40 pounds.

Work Environment:

Work is generally performed in an office setting, with a moderate noise level. Extended hours and irregular shifts may be required. Tight time constraints and multiple demands are common. Travel will be required for training, meetings, conferences, presentations, and other events.