

American Indian College Fund
Director of Foundation Relations

The American Indian College Fund (the Fund), a national, non-profit organization headquartered in Denver, Colorado, is seeking a Director of Foundation Relations. Created in 1989 to support the nation's tribal colleges, the American Indian College Fund transforms Indian higher education by funding and creating awareness of the unique, community-based accredited Tribal Colleges and Universities, offering students access to knowledge, skills, and cultural values which enhance their communities and the country as a whole.

Title: Director of Foundation Relations
Department: Resource Development
Status: Full-time (exempt)
Supervisor: Chief Operating & Financial Officer
Date: March 13, 2009

POSITION SUMMARY

This position is responsible for raising a specified amount each year from foundation donors. Direct the design and creation of strategies, proposals and materials to prospect for and approach new and continuing sources. Oversee all aspects of internal and external communications. Direct and oversee all activities of foundations fundraising staff.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Formulate strategies, develop and implement annual plans to raise funds for scholarships, endowments, general operating support and program grants from new, current and lapsed donors. These sources are primarily from independent, private foundations, and include funders such as family foundations, trusts and donor advised funds.
- Direct and oversee department activities and plans for foundations fundraising staff. Analyzes interim project activity and financial reports to determine compliance, progress, and potential challenges. Recommends and tracks corrective action with project grants.
- Develop and maintain professional relationships with all major foundations (i.e. W.K. Kellogg Foundation, Andrew W. Mellon Foundation, Lilly Endowment, Inc., etc.)
- Review and ensure accuracy of interim and final reports on project grants for donors.
- Responsible for the cultivation and submission of three to four foundation grants totaling \$200,000 or more each on an annual basis.
- Work closely with directors and team lead of Fund departments to coordinate fundraising, research and reporting efforts.
- Oversee creation and distribution of specialized communications materials internally and externally (general proposal templates, foundation mailings, grant press releases, specialized program reports, etc.)
- Monitor grant processing, including submission of applications, reports and other information requested/required by donors.
- Provide written and verbal reports (monthly and quarterly) to management and the Board regarding results of fundraising efforts.
- Responsible for the overall creation and management of Foundation department budget.

- Develop additional opportunities for support in programmatic areas (overall needs of the tribal colleges). Primary focus will be on general scholarship disbursement.
- Assist the foundations fundraising team in writing and submission of funding proposals to local and national private funding sources.
- Responsible for training and offering appropriate growth opportunities to Foundations team staff.

REQUIREMENTS

- Bachelor's degree in a related field or equivalent and at least four years experience in fundraising, grant writing and resource development; Master's degree desired.
- Understanding of national philanthropic sector.
- Demonstrated experience with grant writing, development of annual fundraising plans, including results in fundraising with proven track record.
- Experience/knowledge of funding sources (public and private), fundraising (including non-profit) and grantsmanship.
- Demonstrated experience working with diverse cultures. Experience in higher education and familiarity with tribal colleges and American Indian culture, education and communities desired.
- Knowledgeable about computer systems and donor software, particularly Microsoft Office and Raiser's Edge experience desired.
- Exemplary writing, communication, and project management skills essential.
- Knowledge of grant program management.
- Strong organizational skills, with ability to handle multiple tasks and meet deadlines. Successfully operate under time pressure, work in and lead teams to accomplish tasks.
- Ability to take initiative to solve challenges, and to work with organizational teams to support fundraising efforts.
- Supervisory experience.
- Expected to travel extensively to meet with donors and for other Fund related activities.
- Strong customer service and proactive leadership skills.
- May be required to work some evenings and weekends.
- Must show proof of insurance, current valid driver's license and possess good driving record.
- Must be a positive person and committed to the mission of the Fund.

OTHER DUTIES AND RESPONSIBILITIES

- Assist other development, projects and scholarship teams as necessary.
- Personal characteristics sought include initiative, discretion, mature judgment, positive attitude and an entrepreneurial spirit.
- Other tasks and assignments as they arise pertinent to successful operation of the American Indian College Fund.

Physical and Mental Demands

- Ability to lift twenty pounds.
- Multi-tasking with a variety of different responsibilities.

Salary and Benefits

- Competitive salary and excellent benefits package.

Disclaimer

- This job description is not an all-inclusive statement of duties and responsibilities. There may be other duties that are not specifically delineated in this job description.

HOW TO APPLY:

Submit via email a letter of intent; include your salary requirements, writing sample of 3-5 pages and current resume, Gina Del Castillo, Human Resource Manager

gdelcastillo@collegefund.org

Visit our website at: www.collegefund.org for full job description details