Associate Director of Advancement

Position Overview
The person who holds the Associate Director of Advancement position will be integral in effecting the strategy and implementation of Thunder Valley CDCs efforts in fundraising, marketing/communications, community engagement, and evaluation efforts. The Associate Director of Advancement will assist in orchestrating grant funding from public and private grant makers and foundations, as well as building relationships with individual donors. The Associate Director of Advancement will ensure a cohesive advancement effort with communications, evaluation, community engagement, and fundraising team to ensure continued support and advancement of each of the organization’s initiatives. The Associate Director of Advancement will be responsible for the management and development of the Advancement Coordinator.

Reports to
TVCDC Director of Advancement

To Apply
Please email a cover letter and resume to jobs@thundervalley.org. Include “Associate Director of Advancement” in subject line.

Compensation & Benefits
Compensation: $40,000 to $45,000 annually based on experience (during probationary period pay will be hourly equivalent to annual salary)
Position Type: Full-time
Position Location: TVCDC Porcupine Offices with regular regional travel and occasional national travel required
Employment Classification: Salaried/Exempt, upon completion of probationary period
Benefits:
- Health Insurance- Employee premium paid by TVCDC;
- Dental Insurance- Employee premium paid by TVCDC;
- Vision & Hearing Insurance- Employee premium paid by TVCDC;
- SIMPLE IRA with up to a 3% match from TVCDC;
- Accrued Paid Time Off up to 160 hours per year;
- 12 Annual Paid Holidays;
- Up to $1,500 annually in continuing education assistance;
• Up to 200 flexible work hours for continuing education development;
• Up to 6-weeks paid Maternity or Paternity Leave for new parents;
• Up to 4 hours per week, paid, to participate in Lakota Language Learning Class;
• Up to 25 minutes daily, paid, to participate in a wellness activity;
• Paid administrative leave during inclement weather closures.

Essential Duties & Responsibilities

• Assist in establishing and administering the Organizations fundraising strategy.
• Seek out and obtain appropriate grant opportunities.
• Track donor stewardship and fundraising effort effectiveness, revising fundraising strategies to improve effectiveness.
• Collaborate with Communications and Marketing Team, Evaluation Team, and Community Engagement Team to improve fundraising success.
• Manage and oversee development of Advancement Coordinator.
• Draft letters of inquiry and letters of intent for fundraising opportunities.
• Research federal, state and local funding opportunities.
• Track new trends in philanthropy ensuring TVCDCs work, messaging, and marketing remains cutting edge.
• Aid in drafting and preparing the Organizations annual report.
• Assist in budget planning/forecasting and management, integrating upcoming budget goals into future fundraising efforts and grant requests.
• Represent TVCDC locally and nationally at donor events and meetings, providing mission aligned presentations and information.
• Assist in planning and executing funder/donor related events and activities.
• Understand and promote the systemic change work that TVCDC does both internally and externally.

Qualifications, Knowledge, Skills

• Bachelor’s degree in social work, business, communications, public relations, journalism, English, or other related field preferred.
• 2+ years’ experience in non-profit fundraising.
• 1+ years prior grant management experience.
• Excellent written and verbal communication skills with the ability to integrate TVCDC mission and goals in day-to-day interactions and other communication.
• Possesses the skills to work with and motivate staff, board members, and other volunteers around goals, creating a collaborative fundraising and organization environment.
• Organized, with a strong sense of follow-through to complete tasks/goals.
• Skilled leader with a focus on employee growth and development.
• Self-starter, eager to learn, grow, and expand advancement and overall organization.
• Adept in budget forecasting and management.
• Proficient in Microsoft Office programs and adept in email/online navigation, comfortable learning new software and programs.

ADA Specifications
TVCDC is committed to making reasonable accommodations in accordance to the ADA for disabled employees who meet job requirements for education background, employment experience, skills, licenses, essential job duties and function, and any other qualification that are job related. Employees must be able to perform tasks that are essential to the job, with or without reasonable accommodation. The Associate Director of Advancement may be required to use the computer for extensive periods of time. Extended working hours and travel will be necessary.

Mission Driven
Associate Director of Advancement has as a strong belief in the TVCDC mission and wants to be a part of a growing and constantly evolving organization.

Thunder Valley CDC Mission
Empowering Lakota Youth and families to improve the health, culture, and environment of our communities, through the healing and strengthening of cultural identity.

The above description is intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. TVCDC position descriptions are not intended to create, nor are they to be construed to create, a contract between TVCDC and any staff member. All TVCDC staff are employees at will; therefore, TVCDC and each staff member are free to terminate that employment at any time and at either party’s discretion, with or without cause. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Thunder Valley Community Development Corporation
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