



THUNDER VALLEY

COMMUNITY DEVELOPMENT CORPORATION

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: \$45,000 to \$56,900 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;
- 14 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.
- Employee Assistance Program (EAP)

Essential Duties & Responsibilities

- Assist in establishing and administering the Organization's fundraising strategy.
- Seek out and obtain appropriate grant opportunities; assist Initiative Directors and the Director of Advancement in grant writing.
- Track donor stewardship and fundraising effort effectiveness, revising fundraising strategies to improve effectiveness.
- Collaborate with Creative Team, Evaluation Team, and Community Engagement Team to implement the Organization's Marketing and Communications Strategy.
- Manage and guide the development of Advancement Coordinator.
- Identify potential new partners for the Organization.
- 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 vision and mission aligned presentations and information.
- Assist in planning and executing funder/donor related events and activities.
- Understand and promote the liberatory and systemic change work that TVCDC does both internally and externally.
- Work closely with the Finance Manager, Evaluation Director and Initiative Directors to track and report on existing grants.

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.

Drug and Alcohol Policy

Employees will hereby acknowledge that TVCDC has a Drug and Alcohol Testing Policy (“Policy”), TVCDC is committed to providing a safe and healthy workplace that is free from drugs and alcohol. If selected for employment, new employees will be tested for drugs and alcohol prior to a start date. Employees understands that if tested positive for drugs or alcohol, they will not be hired for the current opening, but may reapply or retest in the future when there is another job opening.

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.

Thunder Valley CDC Vision

We envision a liberated Lakota nation through our language, culture, and spirituality.

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.