

NATIVE AMERICAN COMMUNITY DEVELOPMENT INSTITUTE

Development Coordinator

Organizational Overview: NACDI is a non-profit, asset-based, intermediary development organization working within the urban American Indian community in Minneapolis, Minnesota. NACDI is focused on community engagement and organizing, economic and community development, planning, training, education, and research within a framework of Native arts and culture.

Job Summary:

The Development Coordinator will support the VP of Development in all aspects of Development: grant writing, individual donors, CRM management, prospecting, reporting for grants, content development for websites, and other duties as assigned.

Reporting Protocol: Classification: Vice President of Development, Full-time

Core Responsibilities:

Grant Writing

- Write and/or edit grants/proposals/contracts with support and direction of VP of Development

CRM Management and Individual Giving

- Facilitate increased utilization of NACDI's CRM (Donor Perfect)
- Communicate and develop relationships with individuals donor
- Maintain and manage the CRM

Internal and External Communications

- Write, edit and support the communications department's needs for content, i.e. emails blasts, blog posts, etc.

Reporting and Tracking

- Coordinate with Program leaders and accounting on the status of grant funding
- Calendar management of reporting requirements
- Prepare and edit reports in conjunction with program leads

Other duties as assigned

Qualifications:

- Three to five years of writing or content development
- Experience in budgeting and cash flow planning;
- Excellent communication and presentation skills;
- Proficient in grant and proposal writing;
- Strategic thinking skills, combined with strong verbal and written communication skills;
- Motivated, self-directed, and able to work unsupervised;
- Ability to lead multiple long- and short-term projects simultaneously, meeting all related deadlines; ability to plan, prioritize, coordinate, and manage workflow; ability to work unsupervised and make decisions and solve problems independently, effectively and creatively;
- Proven ability to work effectively with a wide variety of individuals and stakeholders.

Preferred Qualifications:

- Experience working with American Indian communities;
- Knowledge of Native art and culture; both contemporary and traditional;
- Proficient knowledge of the American Indian urban and tribal communities, particularly in Minnesota and the region;
- Knowledge of organizational development;
- Background of success in process improvement, change leadership and management;
- Sense of humor, integrity, impeccable work ethic.

Physical Requirements: Ability to lift 30 pounds.

Hours: Office hours 9 am to 5 pm weekdays; evenings and/or weekends as needed. **Salary:** \$65,000, depending on qualifications. Includes benefits package. Full-time.

To Apply:

Send cover letter, resume, references and one writing sample via e-mail to Robert Lilligren, NACDI President & CEO, at rlilligren@nacdi.org

Posted open until filled