



# Yurok Tribe

## Job Description

<b>JOB TITLE:</b>	Philanthropy Director		
<b>JOB GRADE:</b>	12/13	<b>REPORTS TO:</b>	Chief Operations Officer
<b>STATUS:</b>	Exempt	<b>LOCATION:</b>	All Areas
<b>DEPARTMENT:</b>	Council Operations	<b>DIVISION:</b>	Executive Branch
<b>ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE</b>			
<b>SALARY RANGE:</b>	\$79,913.60 - \$142,314.34		

### **POSITION SUMMARY:**

The Philanthropy Director serves as the principal fundraising position. They are responsible for the oversight, planning and implementation of a comprehensive, diversified revenue strategy that successfully secures financial resources from individuals, foundations, corporations, and others to support the Yurok Tribe's Fund Development Plan. This position is responsible for establishing and implementing the Tribe's annual Philanthropic fundraising goals at the direction of the Council; identifying, cultivating, and providing stewardship of all potential and receiving donations and funds that benefit the Tribe through the Philanthropy program; as well as building and maintaining partnerships identified in the revenue strategy.

This position reports to the Chief Operations Officer, supervises other development staff, and requires considerable interaction with the Yurok Tribal Council under the direction of the Chief Operations Officer and in conjunction with the Executive Director.

### **DUTIES AND RESPONSIBILITIES:**

1. Provide strategic leadership for the Yurok Tribe's annual funding goals and/or campaign by developing an annual fundraising plan with target dollar amount goals as decided by the Yurok Tribal Council.
2. Implementation of the annual campaign/funding goals, to include revenue goal, benchmarks, and timelines. Development and implementation of systematic efforts to identify, solicit, steward, maintain, and upgrade annual giving donors.
3. Develop and maintain annual budget as it relates to Philanthropy, communications, appreciation, and events.
4. Initiate relationships, schedule visits with potential and current donors and funding entities to nurture their interest and acknowledge how they benefited the Yurok Tribe.
5. Develop and maintain donor preparation materials to support and convey the Yurok Tribe's goals and objectives.
6. Present scheduled progress reports of the annual campaign/funding goals; reporting results and trends to the COO, ED, and Council.
7. Develop and maintain a funding management system to track all funding sources, people, and entities.
8. Responsible for sustaining the Philanthropic Department and all positions, including the director position.
9. Implement, track, and follow up on all resources received through the Philanthropy Department, in coordination with Council Operations, Executive and the Finance Department.
10. Facilitate and coordinate capital campaigns while promoting on-going planning for giving opportunities, organizing, planning and/or managing special events, outreach activities, and Yurok Tribe community events.
11. Identify and solicit grant opportunities from a variety of sources; participate in grant writing, proposal development and timely submission of all required documents to private and public foundations, corporations, and grant makers.

12. Ensure prompt, culturally appropriate communication with all donors, including acknowledgement of receipt of funding and communicating the Yurok Tribe's appreciation.
13. Keep master calendar for development work and manage adherence to its tasks and timelines.
14. Perform other related duties as assigned.

**EDUCATION/EXPERIENCE:**

1. G12: Bachelor's degree in related field with six years job specified experience.
2. G13: Bachelor's degree in related field with seven years job specified experience.
3. Employee must be willing to acquire any special certifications or attend any training that is determined to be relevant or becomes required of the position in the future.
4. Candidates with equivalent combinations of education, training and experience will be considered.

**MINIMUM QUALIFICATIONS:**

1. A documented, successful track record of major and planned fund development strategies, acquisition, and maintenance of relationships.
2. Proven success soliciting major funding requests, managing, and tracking multiple prospects of funding and donations, building long-term relationships with major donors, foundations, and other funding entities.
3. High competence with Microsoft Office, donor databases, web-based applications and use of the internet is required.
4. Strong critical thinking and problem-solving skills, with the ability to think strategically.
5. Excellent organizational and management skills, with excellent attention to detail and ability to multi-task.
6. Excellent verbal and written communication and interpersonal skills, an ability to listen, negotiate and balance work from a variety of internal and external stakeholders.
7. Exceptional analytical skills, good judgment, and the ability to present information and ideas clearly and succinctly to financial professionals and non-professionals is essential.
8. Strong interpersonal skills and ability to work in a cross functional team environment.
9. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

**SUPERVISORY RESPONSIBILITIES:**

Performs the full range of supervisory duties and responsibilities. Plans work of subordinates based on priorities, nature of assignment. Develops work performance plans and evaluates performance of subordinates. Provides advice, instruction, and guidance to subordinates on work and administrative matters. Effects minor disciplinary actions and determines developmental training needs of employees.

**CONDITIONS OF EMPLOYMENT:**

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California driver's license. Must be insurable on the Tribe's insurance policy.
3. Must pass a background investigation and fingerprint clearance.

**WORK ENVIRONMENT:**

The work environment temperature can fluctuate between 40-90 degrees Fahrenheit due to open doors and windows. The job will require inside and outside activities. There are many distractions, and the noise level can escalate.

