

American Indian Family Center Job Description

Where American Indian Families Thrive!



Development & Communications Specialist

Application Deadline: March 15, 2019

Full-Time, Monday through Friday 8:30am – 5pm, Some Evening and Weekend Hours
\$36,000-\$38,000 (DOQ) + Excellent benefits including employer paid health, dental and life insurance coverage for the employee, 403B retirement fund employer contribution, paid holidays and generous PTO accrual.

Position Title: Development & Communications Specialist

Position Description: The Development & Communications Specialist is responsible for supporting the fundraising, marketing and communication efforts of the AIFC.

Major Areas of Responsibility: This position works to increase agency exposure and donations for AIFC and promotes AIFC's work through four main job tasks which include Volunteer and Donor Engagement (25% of time), Fundraising and Event Planning (25% of time), Marketing and Communications (50% of time).

Specific Job Tasks:

Volunteer and Donor Engagement (25% of time)

- Serves as the main point of contact and a centralized support and resource for volunteers.
- Coordinates volunteer recruitment and engagement efforts online and locally.
- Assist in the delegation of volunteer assignments within AIFC departments and programs.
- Provide volunteer and donor acknowledgement through letters, phone calls and email distribution.
- Manage and maintain accurate and up to date records of the organization donor and volunteer database.
- Provide efficient data tracking and reporting of services and outcomes.
- Perform other duties as assigned.

Fundraising and Event Planning (25% of time)

- Provide oversight and coordination of the planning and execution of AIFC special events.
- Contribute to the organizations fundraising strategies, including the development of fundraising campaigns and appeal letters.
- Assist the Development Team in funding and prospect research.
- Assist the Development Team in the preparation of grant applications and reports.
- Perform other duties as assigned.

Marketing and Communications (50% of time)

- Developing written content and images for AIFC social media platforms and website
- Monitor and maintain impactful marketing engagement efforts through social media analytics.
- Develop the written content and images for all social media and marketing publications.

- Develop a monthly newsletter, which includes assisting community members, programs, and clients in composing success stories.
- Develop and coordinate a photo-inventory of AIFC events and programs and when necessary, assist in taking these pictures.
- Lead the AIFC's Public Relations Committee (PRC), which includes AIFC Development Team, AIFC staff and AIFC Board members.
- Assist with the creation and preparation of mailings.
- Perform other duties as assigned.

Required Knowledge, Skills and Abilities:

- Knowledge of American Indian culture and heritage.
- Demonstrated skill and knowledge of Social Media platforms.
- Must be a self-starter.
- Excellent verbal and written communication skills.
- Experience in grant writing or compelling writing skills is preferred but not required.
- Must understand and maintain confidentiality.
- Demonstrate strong interpersonal skills with a large range of populations.
- Exhibit superior attention to detail, with strong organizing and planning skills.
- Display ability to interact effectively as a member of a team and work collaboratively with others.
- Plan, coordinate, monitor and motivate the activities of others.

Education and Experience:

- Four-year degree in Communications, Marketing, Public Relations and/or related field required.
- Experience with computer software and relevant applications including Microsoft Office and Adobe Creative Suite required.
- Experience with database management (DonorSnap), mass email distributions (Constant Contact) and website development (Wordpress) preferred.
- Cultural knowledge of the American Indian community and community organizations preferred.

Physical Demands and Work Environment:

- Very light lifting (less than 15 pounds) may be required occasionally.
- The AIFC is a low noise facility (under 30 dB) and has private offices and conference rooms.

Interested applicants can submit resumes and letters of interest to Charlotte Mertz, AIFC Development & Administrative Director at charlotte_mertz@aifc.net by March 15, 2019 @ 5pm. Selected applicants will be contacted to arrange an interview.

AIFC thanks you for your interest!