



*The American Indian Community House (AICH) was founded in 1969. AICH is a 501(c)(3) not-for-profit organization serving the needs of Native Americans residing in New York City. Our aim is to improve and promote the well-being of the American Indian Community in and around NYC. We exist to ensure the well-being and social survival of urban and reservation-based Native Americans and their families through the provision of health and social services while increasing the visibility of American Indian cultures in an urban setting in order to cultivate awareness, understanding, and respect. AICH is committed to finding a leader who shares a similar vision and is dedicated to carry out this mission.*

### **DIRECTOR OF DEVELOPMENT**

The Director heads the Development Department and works closely with the Executive Director, Board of Directors, AICH Leadership, and donor organizers in all areas of Development. This is a new position in a revitalizing 54 year old organization. There is a long history of resourcing and fundraising at AICH and the incoming Director of Development will be responsible for creating new systems and processes with support and training by seasoned AICH fundraisers and consultants. The ideal candidate is entrepreneurial and self-driven but deeply respects and enjoys collaboration and is looking for a position with ample growth and learning opportunities. The position is fully funded for the foreseeable future.

#### **Principal Responsibilities:**

- Oversee the creation and implementation of fundraising strategies related to foundations and major gifts.
- Manage all aspects of foundation fundraising from prospecting to grant writing and tracking reports
- Support the annual Manna-hatta Fund donor organizing campaign in October and November through outreach to AICH partners, serving as a spokesperson at events, and providing donor organizers with relevant information and materials.
- Support foundations wishing to make annual "land tax" gifts to Manna-hatta Fund.
- Oversee gift processing and donor acknowledgments including tracking, reporting, and responding to information required for gifts from Donor Advised Funds.
- Oversee the creation of appropriate fundraising and financial tracking systems.
- Plan and oversee special events and appeals.
- Develop and maintain updated written and visual materials that communicate to donors the work, community, and impact of AICH.
- Manage a Development budget and oversee any vendors or consultants.

#### **The ideal candidate will:**

- Hold a deep appreciation and understanding of the mission of the American Indian Community House and be in alignment with our values and vision.
- Be fully fluent in English and possess excellent writing and editing skills.
- Demonstrate strong attention to detail.
- Have experience building relationships with non-Native people and institutions to

support Native-led communities and organizations.

- Have experience interacting with high-net wealth people.
- Have demonstrated experience balancing multiple priorities and deadlines.
- Be familiar with best practices and trends in development and communications, including fundraising tools, email communications, online fundraising, donor research, and narrative/messaging.
- Have knowledge of and experience working directly in/with Native American communities.
- Have experience with fundraising, social movements, or arts and culture organizations in New York City
- Have a minimum of 3-5 years experience in non-profit fundraising.
- Have experience managing vendors or consultants.
- Be familiar with social media platforms (Instagram, Facebook, Twitter), WordPress, and using databases to track donors or constituents.

This is a full-time, exempt at-will position based in New York City. There is flexibility to work remotely and at the Manhattan office, and it is expected the Development Director will work a flexible schedule with regular daily availability in the 9 am-6 pm range with occasional evenings and weekend events. The salary range is \$75K to \$100K and benefits included. The position requires working at a computer, phone and video calls, traveling within New York City, and lifting up to 15 lbs. Please inform the hiring committee of any access needs you may have when you complete the application.

Please submit applications to [jobs@aich.org](mailto:jobs@aich.org) by April 15, 2023.