



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 insure 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.

DEVELOPMENT COORDINATOR

The Development Coordinator works closely with the Development Director and Executive Director to build and maintain funding from foundations, major donors, and our broader donor community. This is a primarily administrative role with opportunities to contribute to grant writing, communications, campaign and event planning. The Development Coordinator will work with the Development Director to execute funding strategies determined by the Director and AICH leadership. The ideal candidate is highly organized, self-motivated, respects and enjoys collaboration. This position has ample opportunity for growth and learning. The position is fully funded for the foreseeable future and is expected to be part-time at 20 hours a week.

Principal Responsibilities:

- Administration (20%)
 - Attend weekly staff meetings
 - Attend weekly planning and supervision meetings with the Development Director
 - Prepare the agenda for and attend weekly Development Team Meetings
 - Provide monthly reports of work activity
 - Attend professional development to gain skills related to the Development Coordinator role

- Grant Management (30%)
 - Manage, monitor and update the grant database
 - Project manage the grant application and reporting timeline, including tracking all necessary requirements, process steps, ensuring that the team meets all deadlines
 - Support in the writing of grant proposals, letters of inquiry, concept notes, and reports
 - Compile and submit approved materials
 - Update the grant template with any new approved grant narrative language
 - Maintain Development Google Drive folders with all relevant foundation and grant materials, including research, notes, drafts and final submissions
 - Maintain a password database of all foundation portal log-in information



American Indian Community House Inc.

Serving the Indigenous Community of New York City Since 1969

- Gift Processing (20%)
 - Track and record all wire transfers and checks, including identifying the donors associated with Donor Advised Fund gifts
 - Send acknowledgement letters to donors giving through transfers and checks
 - Respond to donor inquiries for receipts or other relevant information

- Donor Relations (15%)
 - Support in communications with major donors as needed by AICH development team, which may include scheduling meetings and preparing donor memos upon request
 - Support the Development Director in coordinating with volunteer fundraisers and donor organizing groups, including providing fundraising materials and donation confirmation
 - Support the annual Manna-hatta Fund donor organizing campaign, including providing relevant information and materials
 - Provide administrative support to organizations wishing to make annual “land tax” gifts to Manna-hatta Fund
 - Attend quarterly meetings with the Manna-hatta Fund

- Foundation Relationships (15%)
 - Provide administrative support for foundation relationships
 - Arrange meetings with existing and prospective funders
 - Draft memos and prepare AICH Development team for foundation meetings
 - Identify opportunities for the AICH Development team to engage with foundations via conferences or other learning and networking events

The ideal candidate will:

- Hold a deep appreciation and understanding of the mission of the American Indian Community House, and alignment with our values and vision.
- Be fully fluent in English and possess excellent writing and editing skills.
- Demonstrate a 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 with Native American communities.

- Have experience with fundraising, social movements, or arts and culture



American Indian Community House Inc.

Serving the Indigenous Community of New York City Since 1969

organizations in New York City

- Have a minimum of 3 years experience in non-profit fundraising or related field.
- Have experience managing vendors or consultants.
- Proficiency in Google Suite products, particularly Google Drive, Docs and Sheets

This is a part-time exempt at-will position based in New York City. There is flexibility to work remotely and at the Manhattan office. It is expected the Development Coordinator will have regular daily availability in the 9am-5pm range with occasional evenings and weekend events. The salary range is \$35,000- \$45,000 and does not include benefits. The position requires working at a computer, phone and video calls, travel within New York City, and lifting 15lbs. Please inform the hiring committee of any access needs you may have when you complete the application.

Applications are due November 4, 2024.

Email your resume or CV and cover letter to jobs@aich.org