



Na'ah Illahee Fund
6512 23rd Ave NW, Suite 305
Seattle, WA 98117
<http://www.naahillahee.org>
206-784-0818 office

Seattle, Washington
January 2018

JOB ANNOUNCEMENT

Position: Development & Communications Associate

Commitment: Full time, 40 hours/week

Reports to: Executive Director

Na'ah Illahee Fund is a community-based nonprofit organization headquartered in Seattle, with a mission to support and promote the leadership of indigenous women and girls in the ongoing regeneration of indigenous communities in the Pacific Northwest. <http://www.naahillahee.org>

Position Summary: The Development & Communications Associate works closely with the Executive Director to carry out the implementation of fund development activities with foundation, corporate and individual donors. The D & C Associate also holds primary responsibility for coordination of the Ah-da-ne-hi Women's Giving Circle.

Program Job Responsibilities: Receiving, recording and responding to donations; fundraising research; fundraising and reporting schedules; *Salesforce* database maintenance; donor relations and correspondence. Coordination of written reports and website content. Coordination of meetings, fundraising trainings and event coordination for the Giving Circle.

General Organization Job Responsibilities: Participation in staff planning and meetings; abide by legal requirements and company policies and procedures; operate within budget; and maintain an approved workplan at all times.

Desired Qualifications:

- Experience in written and verbal communications
- Extremely detail-oriented
- Personal qualities of professionalism, integrity, confidentiality and reliability
- A commitment to the Native American/Indigenous community, environmental justice and women and girls' development
- Direct experience working with Native Americans or Indigenous people
- Professional references and tribal community recommendations
- Ability to work a flexible schedule, including nights and some weekends
- Technology skills; *Salesforce* and Microsoft Suite
- Social media skills

Compensation: Salary \$40,000 - \$45,000 annual salary, depending on experience. Benefits included.

To Apply: Send resume and cover letter to info@naahillahee.org, attention Susan Balbas, Executive Director.

Deadline for application: February 15, 2018