



Na'ah Illahee Fund
6512 23rd Ave NW, Suite 305
Seattle, WA 98107
Naahillahee.org
206-784-0818

Seattle, Washington 2018

JOB DESCRIPTION

Position: Director of Philanthropic Partnerships

Commitment: Full time, 40 hours/week

Reports to: Executive Director

Position Summary: The Director of Philanthropic Partnerships holds the primary responsibility to establish and maintain key partnerships within the philanthropic sector to execute fundraising and grantmaking functions of the organization. This individual must be entrepreneurial in spirit, highly organized, self-motivated, and dedicated to the mission of Na'ah Illahee Fund.

Organizational Profile: Our mission is to support and promote the leadership of indigenous women and girls in the ongoing regeneration of indigenous communities in the Pacific Northwest. We believe that women are at the heart of Indigenous communities and that their vision, initiatives and perseverance should be adequately resourced. We seek transformative change at the community level by supporting Indigenous women's traditional models of leadership and organizing. We believe that stronger Indigenous women leaders can determine their own priorities for the future and can protect our Mother Earth more effectively. We provide funding and support to Native women-led organizations and projects, youth training and environmental justice programming that helps advance sustainable indigenous cultures and collective capacities. We are teachers and learners, grantmakers and conveners, committed to remembering and revitalizing traditional values and practices rooted in Indigenous ways of knowing and living. Our unique values and contribution comes from the diversity within our group - our ages, tribal affiliations, and experiential knowledge.

Specific Job Responsibilities:

Grantmaking / Ah-da-ne-hi Women's Giving Circle

- Outreach to potential participants
- Coordinate fundraising activities
- Facilitate grant making process

Fund Development

- Individual, foundation, tribal, corporate and government prospect research, cultivation and funds solicitation
- Maintain a Fund Development Plan
- Donor relations and correspondence
- Events production

Marketing and Communications

- Develop content for website and marketing materials
- Coordinate website updates
- Coordinate social media presence

General Organization Responsibilities:

- Participation in staff planning and meetings
- Abide by legal requirements and company policies and procedures
- Operate within budget
- Represent the organization at philanthropic and other gatherings
- Other duties as designated by Executive Director

Required Qualifications:

- At least 5 years of successful fundraising experience
- Personal qualities of professionalism, integrity, confidentiality and reliability
- A commitment to the Native community and women and girls' development, mentorship and leadership
- Extensive knowledge of unique Native American community issues
- Proposal writing skills
- Communications expertise
- Professional references
- Ability to work a flexible schedule, including nights and weekends
- Technology skills, Salesforce desirable
- Social marketing skills
- A valid Washington State driver's license and good driving record
- Position includes desk work as well as varied travel as needed

Compensation: Annual Salary \$70000 - \$75,000 plus benefits

Open until filled with the right candidate!