

# INDIAN LAW RESOURCE CENTER

CENTRO DE RECURSOS JURÍDICOS PARA LOS PUEBLOS INDÍGENAS

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## Development Director

### Position Description

The Indian Law Resource Center is an American Indian non-profit organization providing legal assistance to indigenous peoples in the United States and throughout the Americas. The Center was founded in 1978 and has an established reputation based in part on our leadership in winning adoption of the UN Declaration on the Rights of Indigenous Peoples.

The Center recently received an eight-year, \$20 million grant from the Kellogg Foundation as part of its Racial Equity 2030 Challenge. Our Indigenous Lands Initiative will expand and strengthen indigenous land ownership rights in Mexico and Central and South America. A brief description of the Indigenous Lands Initiative can be found [here](#).

We are seeking a full-time Development Director to help us leverage our recent success into additional financial support for all the Center's work. The Development Director will be based in our headquarters office in Helena, Montana and will report to the Executive Director or to a soon-to-be-hired Operations Director.

### Responsibilities

- Develop and carry out an annual fund-raising plan with Center staff to provide a strong revenue stream for the Center.
- Identify and research prospective funders, including foundations, Indian nations, major individual donors, corporations, and others.
- Work with Center project directors to create fund-raising strategies and informational material about the Center's work with indigenous peoples.
- With staff, write and submit letters of inquiry, proposals, and on-line applications for grants.
- Set up and coordinate in-person and virtual meetings with prospects and grantors.
- Oversee and track proposals and reports for all grants.
- Develop and maintain new and on-going relationships with major and recurring donors, foundations, and other funders.
- Manage on-going donor stewardship, including acknowledgement letters, year-end impact reports, and annual reports.
- Create and implement mail and email appeals to individual donors.
- Plan and oversee fund raising events.
- Manage the donor database.

- Work with the Operations Director and other staff to prepare regular revenue and expense projections for the use of staff and the Board of Directors.
- Provide information and advice to help determine the strategic direction of the Center.
- Draft annual and quarterly work plans for development and establish priorities.

## **Qualifications**

We will give priority to candidates who share a strong commitment to the Center's mission to assist Indian and Alaska Native nations and other indigenous peoples in protecting their sovereign rights as nations and protecting Native women from violence, as well as protecting Native cultures, lands, and environments. The skills and experience we prefer include:

- At least six years of development, grant writing, and fund raising experience.
- Experience or background related to Indian or Alaska Native nations or other indigenous peoples and their cultures, governments, communities, or issues in the United States or Mexico or Central or South America.
- Experience or background in indigenous rights and human rights.
- Knowledge of foundations with an interest in Indian and Alaska Native nations or indigenous peoples, indigenous women's rights, human rights, environmental protection, environmental justice, climate justice, and social justice.
- Outstanding speaking and writing skills.
- Spanish language ability is very desirable.
- Ability to develop and write successful proposals, reports, and other materials in collaboration with staff.
- Ability to contribute to a diverse, equitable, and inclusive work culture and staff.
- Proficiency with PC and Apple computers, donor databases, and Microsoft 365.

This is a full-time, salaried position. The salary range is between \$70,000 and \$100,000. The Center provides excellent health insurance fully paid by the Center as well as generous retirement benefits. All employees enjoy 120 hours of paid vacation annually, paid holidays, paid sick leave and personal leave, and other benefits.

**To apply:** email a cover letter, resume, a writing sample that is exclusively your work, and two professional references, all combined in a single PDF document to:

Melanie Dayton

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