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## **Job Announcement**

### **Grants and Communications Officer April 2025**

The Indian Law Resource Center is a non-profit law and advocacy organization established and directed by American Indians. We provide legal assistance to Indian and Alaska Native nations and to Indigenous communities throughout the Americas, who are working to protect their lands, resources, human rights, environment and cultural heritage. Founded in 1978, the Center has an established reputation based on its leadership in gaining the adoption of the UN Declaration on the Rights of Indigenous Peoples, our legal victories in the Inter-American Court on Human Rights that have shaped international Indigenous land rights, and our work to advance Indigenous women's rights in the United States.

The Grants and Communications Officer will be an integral member of the Communications and Development team, taking primary responsibility for all stages of the grant process—research, writing, monitoring and reporting—and sharing responsibilities for a variety of written communications initiatives.

As a Communications and Development team member, the Grants and Communications Officer will report directly to the Director of Communications and Development and help develop strategies and implement fundraising and communications initiatives to advance the Center's mission. This position will also work with the Executive Director, the Chief Operating Officer, and senior program staff.

#### **RESPONSIBILITIES**

- Research foundations, major donors, and other grant and fundraising opportunities.
- Write funding proposals, manage grant reporting, and maintain grants calendar.
- Work with the Finance team to organize financial materials for grant proposals, monitor grant budgets, and assemble financial information for grant reporting.
- Manage customer relationship management (CRM) database and assist in developing a donor prospectus.
- Manage donor acknowledgment letters and campaign communications.
- Assist with or lead projects related to written communication initiatives, including publications, press releases, newsletters, and annual reports.
- Contribute to social media channels and communications, including content development.
- Monitor, update and post content to the website.
- Work collaboratively as a Communications and Development team member and interact positively with other staff members, including attorneys, project directors, leadership and board members.

#### **QUALIFICATIONS AND EXPERIENCE**

- Bachelor's degree required, liberal arts degree preferred.
- Three to seven years of development, communications, or other professional writing experience is required.
- Excellent writing and editing skills, and knowledge of and experience with grant writing are required.

- Excellent interpersonal communication skills and the ability to work in a highly collaborative environment are required.
- Professional engagement, lived experience or academic work with Indigenous communities is required.
- Professional experience with human rights organizations or similar mission-driven non-profits is strongly preferred.
- Professional experience with social media communications and strategy is preferred.
- Experience and competency in standard business software programs and platforms, including video conferencing software and Microsoft Office, are required. Familiarity with and the ability to learn additional software programs, including social media platforms (Facebook, Instagram, LinkedIn), database management software, customer relationship management software, and website management software is preferred.
- Experience or background in Indigenous rights and/or international human rights law is helpful but not required.
- Spanish or Portuguese proficiency is helpful.

This is a full-time, salaried position in the Center's Helena, Montana office. Remote work will be considered. The salary range is \$65,000-80,000. The Center provides 280 hours of combined PTO annually and other generous benefits, including health insurance and retirement.

The position is open immediately. Interested applicants should apply or contact the Center as soon as possible. There is no closing date for applications. Applications will be considered as soon as they are received.

To apply: submit a cover letter, resume, and two professional references combined in one PDF document to Melanie Dayton: [mt@indianlaw.org](mailto:mt@indianlaw.org)