JOB ANNOUNCEMENT

JOB TITLE: Fundraiser
DEPARTMENT/PROGRAM: Administration
REPORTS TO: Executive Director
STATUS: FT exempt
LOCATION: Daybreak Star UIATF Office
SALARY: $65,000

The United Indians of All Tribes Foundation (UIATF) is a non-profit organization working to provide vital social, cultural, and educational services to Seattle’s American Indian/Alaska Native community.

Job Description

UIATF is seeking a seasoned Fundraiser to join our team. In this role, you will use your expert communication skills and keen sense of initiative to spot fundraising opportunities, develop relationships with potential donors, and manage fundraising campaigns. By coordinating events, and recruiting and leading volunteers, you will hone your speaking, writing, and leadership abilities while moving UIATF closer to its financial goals. (writing sample required)

Under supervision of the Exec Director, the Fundraiser is responsible for the coordination and support of fundraising events and donor recognition and relationship building.
Job will include fundraising monetary donations and in-kind support, including sponsorships for events, auctions, and other fundraising activities.

The ideal candidate will be motivated, professional, and organized.
We are looking for someone who believes in UIATF’s mission and will demonstrate exceptional drive to further our existing fundraising efforts and help strategize and deliver new ones.

Responsibilities

- Promote awareness of the organization’s mission and work
- Cultivate a network of dedicated donors and volunteers
- Spot new fundraising opportunities
- Plan fundraising initiatives to help the organization meet financial goals
- Form strong relationships with external stakeholders
- Ensure major donors are satisfied, feel heard, are kept in the loop, and continue building relationships
- Research individuals, corporations, and foundations that may be interested in gift-giving (ongoing, rolling basis)
- Effectively convey the organization’s mission, vision, and programs to potential donors
- Craft grant applications and fundraising proposals
- Strategize and successfully execute fundraising campaigns
- Organize fundraising events while overseeing teams of volunteers
- Manage a budget and track whether goals are being met
- Write thank you letters and donor acknowledgements
- Organize campaigns and events to solicit donations (Ex: 2 capital campaigns running at the same time)
- Maintain records of donor information
Functions for Fundraising Events Portion

- Forecast, budget, and track revenue, expenses and budgeted forecast for all events (including staff hours spent on each event).
- Produce and oversee of all event materials (letters, invitations, posters, flyers, etc.). Make sure flyers, mailings, and other communications are posted and pushed out with a long lead time ahead of event.
- Develop and maintain and implement annual organization-wide fundraising plan- work in partnership with Exec Director on Fundraising Plan.
- Help develop, coordinate, maintain and implement the annual fundraising plan (work closely with Grant Writer and Exec Dir and Finance Manager).
- Maintain Fundraising Events Calendar.
- Plan, schedule and execute individual events in conjunction with appropriate Directors and staff.
- Participate in debriefing meeting(s) with event committee and Exec Director as needed.

Skills and Qualifications

- A minimum of five years' fundraising, sales, or marketing experience with a nonprofit focus.
- Exceptional communication and relationship-building skills.
- Ability to lead and motivate colleagues and volunteers.
- Strong attention to detail.
- Adept at managing tasks, planning events, and balancing priorities.
- Bachelor's degree in communications, business, public relations, political science or a related field.
- Competence in Microsoft Office suite and donor management systems (DonorBox, GiveBig, etc).
- Experience writing press releases, fundraising letters.
- Confidence with public speaking.
- Some evenings and weekend work required for events.
- Cultural familiarity with Native issues preferred.

AMERICANS WITH DISABILITY SPECIFICATIONS

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by the job include close vision, distance vision, and color vision.

WORK ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is not exposed to weather conditions.

This job is largely set in standard office settings and event settings, with coworkers, clients and families regularly present. The noise level in the work environment is usually moderate.
Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. This description reflects management’s assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.

<table>
<thead>
<tr>
<th>OPENING DATE: 2/23/22</th>
<th>APPLICATIONS FOR EMPLOYMENT can be obtained at <a href="http://www.unitedindians.org/about/jobs">www.unitedindians.org/about/jobs</a>, please submit with a resume and cover letter to <a href="mailto:jobs@unitedindians.org">jobs@unitedindians.org</a>.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLOSING DATE: Until Filled</td>
<td>Please contact HR for questions: #206-475-1353, <a href="mailto:msalanga@unitedindians.org">msalanga@unitedindians.org</a>.</td>
</tr>
</tbody>
</table>

United Indians of All Tribes Foundation is an Equal Opportunity Employer