



# Native American Youth and Family Center

5135 NE Columbia Boulevard, Portland, Oregon 97218  
P (503) 288-8177 | F (503) 288-1260 | www.nayapdx.org

**The Mission of NAYA Family Center is “...to enhance the diverse strengths of our youth and families in partnership with the community through cultural identity and education”.**

## Position Description

<b>Position:</b>	<b>Major Gifts Officer</b>
<b>Department/Program:</b>	Development and Communications
<b>Compensation:</b>	\$60,000 to \$70,000, depending on experience
<b>Benefits:</b>	Paid time off is based on tenure with the agency and includes accruals of sick and vacation hours (see agency Personnel Policy manual for PTO accrual rates). NAYA recognizes ten paid holidays per calendar year. NAYA also provides medical, dental, and vision insurance, a Flexible Spending Account, and Life Insurance. Employees may enroll in a 401K retirement plan after 3 months of employment.
<b>Employment Status:</b>	Regular, Full-time, Exempt
<b>Hours:</b>	General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
<b>Supervision:</b>	Supervise interns and volunteers as assigned
<b>Reports To:</b>	Director of Development
<b>Job Location:</b>	Portland, OR
<b>Created/Revised:</b>	July 2017

### Position Description:

NAYA is seeking a major gifts officer with demonstrated success in acquiring, cultivating and soliciting prospects for capital and special gifts. A strong drive to be successful as a team and an individual are essential. This organization seeks a considerate, affable and dedicated colleague to work in a supportive and creative environment. This position is responsible for identifying, qualifying, cultivating, acquiring, soliciting and stewarding donations from individuals and philanthropists.

### Essential Functions:

- Plan, implement, manage, and execute all phases of a successful capital campaign
- Establish and maintain strong personal relationships with high net-worth individuals
- Prepare carefully constructed materials for use in cultivating and soliciting gifts
- Manage individual prospect research and prepare detailed prospect profiles
- Ensure prompt and accurate acknowledgement of gifts, and other stewardship activities
- Meet with 20 prospects/donors monthly; develop calendar for a similar number of meetings for NAYA leadership, help prepare them for the meetings
- Responsible for identifying prospects, qualifying them, forming strategies for engagement, cultivation, and solicitation and stewardship of major gifts (\$1,000+) from individual donors
- Build and manage relationships with approximately 125 - 150 prospective and current donors
- Work collaboratively with and in support of volunteers, other development and advancement staff, and other staff and volunteers to cultivate and solicit donors for NAYA's priorities, first and foremost the Generations capital campaign
- Monitor and ensure documentation of all prospect contacts to ensure positive and purposeful prospect and donor relations, working closely with the Data Specialist
- Develop and assist with stewardship events and meetings involving the Executive Director, Director of Development, other directors and board members

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- Must be a highly energetic professional with a track record of building donor relationships and closing gifts in the five- and six-figure ranges
- Work collaboratively and strategically with the Executive Director, other fundraising professionals, program staff, and other colleagues within NAYA
- Document stewardship with existing donors through database entry and maintenance
- Manage relationships with Fundraising Committee, NAYA Staff, and leadership

## Additional Duties:

- Other duties as assigned by the Director of Development
- NAYA Family Center is a team/community-based organization that relies heavily on all members of the team participating and supporting each other. It is a requirement of this position to work as an active member of the team
- Understand and adhere to confidentiality
- Represent NAYA with the utmost professionalism at community events and other public relations opportunities
- Participate actively in cross-departmental team projects as directed by the Director of Development
- Contribute to fostering a safe and secure environment for community members and staff

## **Qualifications:**

### Education & Training:

- Bachelor's or Advanced Degree; or equivalent experience
- Knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the Urban Indian experience

### Experience & Skills:

- Five to seven years successful experience in major gift fundraising preferably in social services or education
- Ability to understand the needs and interests of leadership and major gift donors in order to develop relationships between them and NAYA
- Interest in all aspects of education and a dedication to promoting NAYA's fundraising priorities through developing excellent relationships with development and communications staff, program staff, board members, trustees, and volunteers
- Demonstrated leadership and ability to successfully manage diverse multi-functional projects
- Successful experience making cold calls and developing cultivation and solicitation strategies
- Must have excellent interpersonal skills and a demonstrated record of completing assignments and meeting goals
- Must be willing to travel as needed
- Proficient computer skills including: web-based research, Microsoft Office Suite, Raiser's Edge and Event Management software

**Work Environment:** 60% office, 40% outside office including travel time.

### **Physical Requirements:**

- The employee may be required to sit for extended periods of time.
- The employee must occasionally lift and/or move up to 30 pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Equipment Used:** Computer, phone copier.

**Safety Considerations:** Some travel may be required.

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## **Other Requirements:**

- Valid Oregon or Washington State Driver License (must be eligible to be an insured driver under NAYA Family Center's liability insurance policy)
- Successful completion of a background investigation (including a fingerprint criminal history check)

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1. Valid Oregon or Washington State Driver License (must be eligible to be an insured driver under NAYA Family Center's liability insurance policy)
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## **Application Procedures:**

Interested candidates should submit:

1. A Cover Letter addressing your qualifications for the position and why you are interested in joining the NAYA Family Center team
2. A current Resume
3. A completed NAYA Application for Employment Form

Application forms and additional information about employment at NAYA Family Center can be found at <http://www.nayapdx.org/about/jobs>.

**Application Deadline:** Accepting Applications through 8/13/17

**Attention:** Incomplete applications will not be considered. Electronically submitted applications are preferred. Due to the sheer number applicants, only those applicants selected for an interview will be contacted. Please respect our no phone calls policy. This job description does not constitute an employment agreement and is subject to change by the employer due to changes in grants and funding sources.

### **Please send application materials to:**

Lorilee Morsette, Human Resource Manager  
Native American Youth and Family Center  
5135 NE Columbia Boulevard  
Portland, OR 97218  
Fax: (503) 288-1260  
E-mail: [hr@nayapdx.org](mailto:hr@nayapdx.org)