



Native American Youth and Family Center

5135 NE Columbia Blvd, Portland, OR 97218 | p 503.288.8177 | f 503.288.1260 | 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

Position:	Donor Relations Manager
Department/Program:	Development/Communications
Compensation:	\$50,925- \$57,654, commensurate with experience
Benefits:	Paid time off is based on tenure with the agency and includes accruals of sick and vacation hours. NAYA recognizes twelve paid holidays per calendar year. NAYA also provides medical, dental, vision insurance and Life Insurance. Employees may enroll in a 401K retirement plan after 3 months of employment.
Employment Status:	Regular, Full-Time, Exempt
Hours:	General working hours are 8:30 am-5:00 pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
Supervision:	Supervise interns and volunteers as assigned
Reports To:	Director of Development
Job Location:	Portland, OR
Created/Revised:	August 2020

Position Description:

The donor relations manager is part of the Development and Communications Team and responsible for implementing the donor relations and annual fund strategy in conjunction with the director of development. The donor relations manager contributes to the expansion and maintenance of NAYA Family Center’ individual donor base, providing new major gift, sustainer and planned giving donor pipelines, along with supporting direct response activities generating a growing revenue stream for the organization. The donor relations manager also provides administrative support to the development team to ensure effective data management and reporting and donor stewardship efforts (acknowledgements, meeting requests, printed materials). The donor relations manager contributes to developing and implementing messaging to existing and prospective donors, continually adapting a strong and compelling case for support.

Essential Functions:

- Responsible for identifying prospects, qualifying them, and continuing strategies for engagement, cultivation, and solicitation and stewardship of new, existing, and major gifts (\$1,000+) from individual donors
- Works collaboratively with staff to achieve annual fundraising and revenue goals
- Ensure prompt and accurate acknowledgement of gifts, and other stewardship activities
- Maintains current understanding of NAYA goals and initiatives, focus areas, successes and overall results to effectively communicate to donors
- Monitor and ensure documentation of all prospect contacts and activities to ensure positive and purposeful prospect and donor relations, working closely with the development 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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- Participate in monthly Fundraising-Gala Committee meetings

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 Degree or equivalent education and experience
- Knowledge of best practices in donor stewardship and cultivation
- 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 required

Experience:

- Two to five years resource development and fundraising, with successful experience in researching donor prospects, and cultivating and stewarding donor relationships
- Ability to understand the needs and interests of major gift donors
- Demonstrated leadership and ability to successfully manage diverse multi-functional projects
- Successful experience setting goals, making cold calls and developing cultivation and solicitation strategies
- Must be a highly energetic professional with a track record of building donor relationships and closing gifts in the five- and six-figure ranges
- Experience working within diverse populations (specifically with the urban and reservation Native American population, including working within a tribe, board, or other organization) strongly preferred

Skills:

- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Communication skills, active listening, verbal and written, including public presentation skills
- Proficient computer skills including:
 - Web-based research
 - Microsoft Office Suite
 - Raiser's Edge donor database
 - Greater Giving event management

Work Environment: 80% office/home/remotely, 20% outside office including travel time. Much of the position will happen through telework, including video conferencing and telephone, during the COVID-19 crisis.

Physical Requirements:

- The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell.
- 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.*

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Equipment Used: Computer, phone, fax, copy machine.

Safety Considerations: Some travel may be required.

Other Requirements:

1. Valid Oregon or Washington State Driver License or must be able to obtain one upon hire (must be eligible to be an insured driver under NAYA Family Center's liability insurance policy which requires an Oregon or Washington)
2. Successful completion of a background investigation (including a fingerprint criminal history check; see https://www.pps.net/cms/lib/OR01913224/Centricity/Domain/60/Forms%20-%20Fingerprinting/Disqualifying_Convictions_2015.pdf for more information)

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: September 3, 2020

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:

Attn: Human Resources
Native American Youth and Family Center
5135 NE Columbia Boulevard
Portland, OR 97218
Fax: (503) 288-1260
E-mail: hr@nayapdx.org