



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”.

Development and Communications Director

Department/Program	Development and Communications
Compensation	\$120,000 - \$140,000 dependent on years of experience
Employment Status	Regular, Full-Time, Exempt
Benefits	Medical, dental, vision and life insurance and flexible spending accounts. 14 paid holidays, sick and vacation accrual with vacation accrual increasing with tenure. Employees may enroll in a 401K retirement plan after 3 months of employment and NAYA will match employee 401K contribution up to 6%.
Hours	General working hours are 9am-6pm with a one-hour unpaid lunch. As with all development work, events and meetings occasionally take place after hours or on weekends
Supervision	Supervises a mix of development and communications staff (6 FTE team)
Reports To	Chief Executive Officer
Job Location	5135 NE Columbia Blvd, Portland, OR. May work from home on Mondays and Fridays after onboarding is complete, and as work allows.
Created/Revised	December 2024

Position Description

The Native American Youth and Family Center (NAYA) seeks a dedicated and experienced leader to serve as our Development and Communications Director. This critical role will guide and inspire strategic vision, oversight, proactive planning, and successful execution of a comprehensive fundraising program including individual and corporate donors. The Development and Communications Director will grow our individual giving and monthly donor programs, including major gifts and legacy giving. We are looking for someone with strong event planning experience and attention to detail to continue building upon the success of our fundraising events including the NAYA Gala and Many Nations Academy Student Showcase. This role oversees all organizational external communications, including donor and media relations.

Essential Functions

Leadership and Team Development

- Recruit, mentor, and empower a high-performing Development and Communications team (6 FTEs)
- Foster a culture of collaboration, innovation, and accountability within the department
- Oversee staff performance, professional development, and departmental goals

Fundraising and Donor Relations

- Collaboratively develop and execute comprehensive fundraising strategies that exceed \$1.5M annual goals
- Oversee donor cultivation, solicitation, and stewardship, including individual, corporate, and legacy giving programs
- Expand individual giving and monthly donor programs
- Lead strategy and execution for major fundraising events, such as the NAYA Gala and Many Nations Academy Student Showcase, ensuring success in sponsorship, donor engagement, and logistics

NAYA Family Center | Development and Communications Director

- Evaluate and refine fundraising outcomes using data-driven strategies

Strategic Communications

- Shape and execute NAYA's external communications, ensuring alignment with organizational goals and mission
- Oversee the creation of compelling content for the website, social media, newsletters, videos, and print materials consistent of NAYA's mission and approach
- Serve as NAYA's primary media liaison, including approving press releases and conducting interviews
- Maintain consistency in branding and messaging across all platforms

Organizational Leadership and Collaboration

- Partner with the CEO, CFO, and Board of Directors to develop and monitor budgets, forecast revenue, and track progress
- Lead the Fundraising Committee and engage Board members in donor cultivation and relationship building
- Partner and collaborate with various contractors
- Actively contribute to organizational strategy as a member of NAYA's leadership team

Additional Duties

- Write small grants as requested
- Ensure client and donor confidentiality
- Represent NAYA professionally at all community events and external engagements
- Participate as an active member of NAYA's leadership team and actively lead organizational projects
- Other duties as assigned by the CEO

Qualifications

Education & Experience:

- Bachelor's degree in nonprofit management, communications, Native American studies, or a related field preferred (equivalent educational and professional experience will be considered)
- Knowledge of Native American history, culture and the local urban Native community strongly preferred
- Five or more years of proven success in fundraising, with at least 3 years in leadership roles preferred
- Experience with major gifts, legacy gifts, corporate giving, and foundation grants
- Experience leading capital campaigns (\$3 to \$5M) preferred
- Proficiency with donor management software (e.g., Raiser's Edge), event platforms (e.g., Greater Giving), and communication tools (e.g., Microsoft Suite, Adobe Suite, WordPress, Mailchimp, Canva) preferred

Certifications/Credentials:

- CFRE (Certified Fundraising Executive) preferred

Skills:

- Proven ability to effectively lead teams, develop leaders, manage employees with different strengths and abilities, communicate effectively with people from diverse backgrounds
- Proven persuasive communication skills including excellent writing, editing and research abilities
- Ability to write and lead the development of annual reports, success stories, donor communications
- Ability to cultivate and solicit high-level prospects
- Strong communication skills including active listening, verbal and written, public speaking and visual design
- Excellent time management skills with high level attention to detail

Work Environment: NAYA employees are expected to work on site most of the week. With supervisory approval, employees may be able to work at home 1 to 2 days per week after successful onboarding. Local travel is required.

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.*

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

Safety Considerations: Some travel may be required.

Other Requirements

1. Valid Oregon or Washington driver's license and ability to be insured under NAYA's liability insurance policy, i.e. no more than one major driving violation in the last three years.
2. Successful completion of a background investigation, including a fingerprint criminal history check. See a list of disqualifying convictions [here](#).