



# Native American Youth and Family Center

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**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”.**

## Chief Advancement Officer

<b>Department/Program</b>	Development and Communications
<b>Compensation</b>	Commensurate with experience
<b>Employment Status</b>	Regular, Full-Time, Exempt
<b>Benefits</b>	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%.
<b>Hours</b>	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
<b>Supervision</b>	Supervises development and communications staff and consultants
<b>Reports To</b>	Chief Executive Officer
<b>Job Location</b>	5135 NE Columbia Blvd, Portland, OR. Hybrid schedule after successful onboarding.
<b>Created/Revised</b>	April 2025

### Position Description

The Native American Youth and Family Center (NAYA) seeks a dedicated and experienced leader to serve as our Chief Advancement Officer. This leadership role will guide and inspire strategic vision, oversight, proactive planning, and successful execution of a comprehensive fundraising program and all external communications. The Chief Advancement Officer (CAO) will lead NAYA’s development team and grow our corporate and individual giving, increase major gifts and monthly giving, and establish a legacy program. We are looking for someone with strong leadership and proven fundraising experience, as well as someone who is a strategic thinker with strong attention to detail. This role guides and supports staff leading all NAYA’s external communications channels, event staff and consultants. The CAO is a critical leader dedicated to moving NAYA’s mission forward and ensuring we have resources to provide critical community programs and services.

### Essential Functions

#### Organizational Leadership and Partnership

- Partner with the CEO, CFO, and Board of Directors to develop and implement annual work plans and budgets aligned to NAYA’s strategic plan
- Lead the Board’s Fundraising Committee and engage NAYA’s Board in fundraising efforts
- Actively contribute to organizational strategy and strategic plan efforts as a C-Suite team member

#### Leadership Development and Department Oversight

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

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- Evaluate and refine fundraising strategies and outcomes using data-driven strategies

## Fundraising and Donor Relations

- Collaboratively develop and execute comprehensive fundraising strategies that exceed \$2.5M annual goals
- Oversee donor cultivation, solicitation, and stewardship, including individual, corporate, and legacy giving programs
- Work with staff to expand individual giving and monthly donor programs
- Evaluate donor experience and continually improve advancement model based on best practices/data
- Align fundraising efforts between the NAYA Action Fund (c4) and the NAYA Family Center (c3)

## Event Execution

- Lead strategy and execution of major fundraising events, including the NAYA Gala and Many Nations Academy Student Showcase
- Manage staff and consultants to implement event logistics and achieve fundraising goals

## External Communications

- Oversee captivating, mission-focused storytelling and content creation for all external communications tools including the website, social media, newsletters, videos, and print materials
- Manage staff and consultants overseeing external communications
- Serve as NAYA's primary media liaison, including approving press releases and conducting interviews
- Maintain consistency in branding and messaging across all platforms
- Align communications strategies between the NAYA Action Fund (c4) and Family Center (c3)

## **Additional Duties**

- Write corporate or unrestricted 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 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
- Ability to remain flexible and demonstrate leadership composure even under difficult circumstances.

## 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 20 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

The only safety consideration beyond those associated with a standard office setting is that this role may carry and set up equipment for events at NAYA or other locations.

## 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](#).

## Application Procedures

Interested candidates should submit

1. A cover letter describing your interest in this position and working at NAYA.
2. A current resume.

## Application Deadline

Open until filled. Screening calls and initial interviews to begin in May 2025.