



Utah Diné Bikéyah

- a non-profit supporting Native Tribes working together to **Protect Bears Ears** -

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Development Director Position Announcement

Contact: Woody Lee, Executive Director, info@utahdinebikeyah.org

Organizational Background

Utah Diné Bikéyah (UDB) is a grassroots 501(c)(3) nonprofit organization with a mission to preserve and protect Native American cultural and natural resources and heal human relationships to each other and the Earth. Through Native American community engagement across the Southwest, UDB works with Tribes that hold ties to Bears Ears National Monument. Founded in 2012, UDB has an 11-person all Native American Board of Directors, a nine-person staff, and programs that include Policy & Planning, Bears Ears Restoration, Traditional Food, Youth, Arts, Communications, and Community Development. Indigenous elders hold deep wisdom on how to steward the earth, so during the Covid-19 pandemic we have shifted our workload to keep our communities safe by delivering water tanks, seeds, sheep, and mutual aid to families. UDB has an office in downtown Salt Lake City, and is planning to open another office in San Juan County, Utah in 2021. For more information, please visit www.utahdinebikeyah.org.

Position Summary:

At UDB the Director of Development is responsible for building and executing the fundraising plan, which includes grant writing, grant management, supporting program directors in fundraising, and directly engaging donors. UDB is 85% grant funded with 30+ grants to manage annually. The Development Director will support five Program Directors in applying for, tracking, and reporting on these grants, as well as stewarding major donors. The Development Director will coordinate, support, and provide cohesive strategies to sustain current levels of support and will directly engage donors. Salary range is \$65K-85K and will be set based on experience. Note: UDB does not expect to reach the upper end of the salary range unless a candidate is extremely well qualified. Salary is based on qualifications and experience. Reporting to the Executive Director, the Development Director position This is a full-time (40 hours/week) position. Position will be located in Salt Lake City, UT, San Juan County, UT, and remote office locations are also possible. Native American hiring preference.

Job Responsibilities Include

- Grant writing and grant management
- Planning and evaluating fundraising campaigns and activities.
- Managing the organization's budget and fundraising around program needs.
- Training and supporting Program Directors on budgeting, grant writing, tracking, and reporting to meet program goals
- Identifying and engaging prospective donors.
- Creation of an annual report for donors
- Communicating with donors and staff via email, phone or social media.
- Answering donor and staff inquiries in a timely fashion.
- Researching and utilizing UDB's donor database to build donor relationships.
- Creating solicitation materials for the fundraising team.
- Database management and implementing a new software system to support grant management and donor relations such as CRM software, as well as integrating our current database (FileMakerPro) into a new organizational system and preparing reports for leadership as needed.

Skills and Knowledge

- Organizational and planning skills
- Proficient in computer applications including Word , Excel, donor tracking software, etc.
- Demonstrated capability to conduct oneself in a calm and professional manner
- Attention to detail and problem-solving skills
- Superb written, verbal and interpersonal skills.
- Fundraising software and tools expertise.
- Donor and volunteer service mentality.
- Organized and inspiring team leader.
- Ability to work well with a diverse group of staff and volunteers
- Willingness to adjust hours to accommodate the needs of the job

Education/Experience

Bachelor's degree (B. A.) from four-year college or university; and 5+ years related experience.

Application Instructions

Application will remain open until filled, with priority given to applications received by January 18th, 2021. Qualified candidates should send a resume, letter of interest, writing sample, and two references by email to info@utahdinebikeyah.org

Disclaimer

This description reflects UDB's best effort to describe the functions and qualifications of this position. It is neither a contract, nor an exhaustive statement of duties, responsibilities, or qualifications.