



CINC

Job Description

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| Job title | Development Associate (Temporary) |
| Reports to | President / Interim President |
| Classification | Exempt |

Job Purpose

The Development Associate contributes to the vitality of the organization by bringing in funds and in-kind contributions from individuals, corporations, businesses, foundations, and governments to support the goals of California Indian Nations College (CINC) and its Foundation. This position handles a variety of tasks related to institutional and individual giving. Much of the day's work is spent establishing and managing relationships with prospective and current donors while researching additional ways to bring in funds or in-kind contributions.

Duties and responsibilities

REPRESENTATIVE DUTIES

1. Create and manage a donor database for philanthropic requests, pledges and contributions.
2. Respond to queries from prospective donors and engage benefactors for appeals.
3. Conduct research, analyze data, and compile reports on current or prospective donors. Provide biweekly reports to the Administrative team.
4. Research grant guidelines and draft proposals.
5. Create and publish donor materials like invitations, solicitations, and newsletters.
6. Partner with the Administrative Team and CINC Foundation members to develop and transform ideas into donor appeals or grant proposals.
7. Create narrative templates to support standardization of content for grant applications.
8. Work with Finance colleagues to gather information necessary to prepare budgets for requests or reports.
9. Conduct onsite tours with prospective donors to promote awareness of CINC's academic environment.
10. Assist with other fundraising projects and other duties as assigned.

Knowledge and skills

KNOWLEDGE AND ABILITIES

The Development Associate is under general supervision within a framework of established procedures and is expected to provide a variety of duties with minimal assistance. The Development Associate may be accompanied during off-site donor solicitation activities by the supervisor.

Candidates should possess strong writing abilities and be detail oriented. It is essential to have good interpersonal skills and maintain a level of professionalism for interacting with donors, members and volunteers. Relationship-building is also a key component of this job. Must be able to handle multiple assignments, meet deadlines, and monitor and meet revenue generation goals.

Minimum Qualifications

EDUCATION AND EXPERIENCE

Minimum qualifications are a bachelor’s degree with minimum 2 years of experience with grant writing or donor solicitation. Strong computer proficiency, especially data management programs such as Microsoft Access and Excel, is required.

PREFERRED QUALIFICATIONS

Demonstrable experience with relationship building within Tribal structures, a working knowledge of customer service and previous fund development work is preferred.

WORKING CONDITIONS

The Development Associate will experience a busy office environment with multiple interruptions throughout the day. The use of personal vehicle to conduct work as necessary is required, therefore CA driver license is required. Work may require evenings and weekends with local, regional and sometimes out-off-state travel.

Equal Employment – Non-Discrimination

We are an Equal Opportunity/Affirmative Action Employer; the College maintains a policy which prohibits the discrimination and harassment on any basis including, but not limited to, race, age, color, religion, sex, gender, pregnancy, marital status, national origin, tribal affiliation and non-tribal affiliation, physical or mental disability, medical condition, veteran status, sexual orientation, ancestry, and any other protected characteristics. If you need special accommodation for the application process, please contact Human Resources.

Approval and Acceptance

| | <i>Name & Signature</i> | <i>Date</i> |
|---------------------|---|----------------|
| Reviewed by: | <i>Celeste Townsend, Interim President</i> | |
| Approved by: |  | <i>8-29-19</i> |
| Accepted by: | | |