



JOB ANNOUNCEMENT

Job Title:	Director of Institutional Advancement
Department:	Administration
Reports to:	President
FLSA Classification:	Exempt (full-time), 12-month position
Schedule:	40 hours per week (exempt)
Pay:	Commensurate with experience
Supervises:	None

POSITION BRIEF

The Director of Institutional Development will create the fundraising operations of California Indian Nations College from the ground up. They will work with a variety of funding sources to create an income stream for operations expenses, special projects, and a physical campus. Funding will include, but not be limited to, tribal, corporate, foundation, alumni, individual, and government sources. The incumbent will also work on relations between the College and the California Indian Nations College Foundation.

ABOUT CINC

California Indian Nations College is an exciting opportunity! We are a start-up tribal college with a curriculum that incorporates Native culture, language, and values. The College is committed to becoming the first accredited two-year tribal college in California. With the support of the Twenty-Nine Palms Band of Mission Indians, College of the Desert, UC Riverside, and Native American educators and community members, we are growing faster than we could imagine!

We aim to continue this momentum with the inclusion of highly-skilled, experienced, and motivated individuals who can help us do a nearly impossible task: build the College from the ground up. CINC needs creative individuals with the ability to excel at their positions and engage with students from a wide range of academic skills and backgrounds.

CINC is currently located in Palm Desert, California, in the heart of Southern California Indian Country. Multiple reservation communities are nestled in the Coachella

APPLY

California Indian Nations College is looking for highly qualified individuals. Only those who meet the minimum qualifications will be considered for the positions below. Please submit your CV and/or resume along with your cover letter at hr@CINCollege.org.

See job description below.



JOB DESCRIPTION

Job Title:	Director of Institutional Advancement
Department:	Administration
Reports to:	President
FLSA Classification:	Exempt (full-time), 12-month position
Supervises:	None
Created / Updated:	November 22, 2019

POSITION OVERVIEW

California Indian Nations College (CINC) announces the position of Director of Institutional Advancement who will be responsible for leading the fundraising efforts of the College by creating a strong awareness among various constituencies (alumni, parents, community members, foundations, tribes, local businesses, government leaders and friends) that showcases CINC as the ideal choice for directing philanthropic dollars and in-kind support.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Implementation of an Annual Giving Program for unrestricted giving to the College.
- Working with the President or designee, maintain a portfolio of major and planned giving donors to discover, cultivate, solicit and steward through the major gifts process.
- Maintain complete and timely records of contacts with prospects and volunteers.
- Interact with internal colleagues to formulate proposal strategies and identify high level donors.
- Maintain a proactive, creative leadership role in cultivating and stewarding top donors.
- Working with the President or designee, maintain a portfolio of businesses to discover, cultivate, solicit and steward.
- Manage the donor database and all donor acknowledgements.
- Support and collaborate with Trustees and relevant committees; assist in development and implementation of strategic planning related to development.
- Work with President or designee to establish Trustee expectations as related to philanthropy.
- Implement a plan for communication with all constituencies. Creates the Development/Alumni sections of the website.
- Produce the public-facing Annual Report for the College.
- Coordinate with Admissions and Marketing colleagues regarding public relations efforts and keep the media informed of school news including student accomplishments, special programs, alumni functions and other events.
- Collaborate with Tribal Councils regarding educational planning and development efforts, as appropriate. Provide regular reporting to the Interim President regarding tribal conversations.
- Attend skill development conferences, networking meetings and training opportunities throughout the year.
- Stay up to date on fundraising best practices, tax laws, and IRS rulings affecting charitable giving.
- Other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Bachelor's degree required
- Certified Fund Raising Executive preferred

Required Technical / Other Skills and Abilities

- Minimum 3-5 years of experience in Development or related field.
- Ability to interact with high-level donors and potential donors.
- Present visually as a polished professional.
- Exceptional communications skills.
- Honed writing skills.
- Understand basic accounting concepts.
- A high degree of integrity, confidentiality, strong work ethic and a willingness to quickly and continuously gain knowledge of the mission of CINC.
- Proficiency in Microsoft Office and Development software.
- Demonstrated knowledge and proficiency with social media usage.
- Proficiency with Adobe Suite and experience creating promotional/marketing materials is highly valued.
- Goal-oriented team player.
- Willingness to travel and work nights and weekends and maintain a valid driver's license.

Preferred Qualifications

- Experience with tribal philanthropy.
- Qualified Native American applications strongly encouraged to apply.

PHYSICAL DEMANDS

The physical demands described on the attached "Physical Demands of Position" chart are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. See attached "*Physical Demands of the Position*".

CONFIDENTIAL INFORMATION

This position has access to confidential information – such as donor records.

TRAVEL

This position will require travel.

EQUAL OPPORTUNITY EMPLOYER

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.

ACKNOWLEDGEMENT

I have been given a copy of this position description. I understand that I may be asked to perform job tasks and duties not listed in the description and that my supervisor may change the description at any time, according to College needs.

<i>Signed – Employee</i>	<i>Date:</i>
<i>Signed – Supervisor</i>	<i>Date:</i>

cc: Incumbent, Supervisor, Personnel File