



JOB ANNOUNCEMENT

Job Title: Director of Development
Division: Advancement
Reports to: VP/COO
FLSA Classification: Non-exempt (full time)
Schedule: 40 hours per week
Supervises: No

POSITION BRIEF

California Indian Nations College (CINC) announces the position of Director of Development. This position has responsibility in building, planning, organizing, and executing the College's Development program and provides strategic, proactive, and innovative leadership, management, and direction for the College's Development program and the California Indian Nations College Foundation (in formation) to achieve the vision of building sustainable philanthropic resources that will support investments in College-wide program development.

ABOUT CINC

California Indian Nations College is an exciting opportunity! We are an emerging tribal college, chartered by the Twenty-Nine Palms Band of Mission Indians, with a curriculum that incorporates Native culture, language, and values. The College is currently pursuing institutional accreditation and, once completed, will be the only accredited tribal college in the State of California. With the support of local Tribes, the College of the Desert, the University of California, 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 Valley among the backdrop of the Santa Rosa and San Jacinto mountains in central Riverside County.

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 and a Diversity Letter to hr@CINCollege.org.

See job description below.



JOB DESCRIPTION

Job Title:	Director of Development
Department:	Advancement
Reports to:	Vice President/Chief Operations Officer
FLSA Classification:	Non-exempt (Full-time)
Supervises:	No
Created / Updated:	December 6, 2021

POSITION OVERVIEW

The Director of Development serves the mission of the College by designing, implementing, and collaborating on development programs that establish and promote positive, productive relationships between the College and Tribes, Foundations, and donors, including its alumni, professional, industry, legislative, and student constituencies. The Director assures that these mission-critical relationships for the College are designed strategically, developed, nurtured, and maintained and focuses programs on the alignment of current and future academic goals of the College.

The Director is a member of the senior administrative team for the College, participating in planning and establishing goals for the College. The Director is directly responsible for building on this background to design, execute, and evaluate events and programs to support and build constituency relationships, and to devise strategies and messages that advance the College's goals to internal and external audiences. Positive internal and external relationships will advance the College's strategic plan and its development work. Duties include constituency relations, events management, fund-raising, marketing, and evaluation

The Director makes independent judgments and participates in collaborative decision-making regarding "friend-building" goals and designs, executes, and evaluates key programs to meet these goals. In collaboration with College's Foundation, once established, the Director guides the strategic design of friend-building activities. These judgments are informed by academic experience and knowledge of past practices, daily involvement with the College's senior leadership, and working closely with the College's stakeholders. Decisions also require knowledge of university development principles, and donor values and intent.

Working independently, the Director will develop, propose, and implement "friend-building" program strategies, a responsibility that requires making key decisions about how the College will establish, build, and maintain relationships with vitally important and essential constituencies. It is expected that the Director will articulate programs that advance the College's strategic plan, gain approval in principle, and then independently implement programming without additional oversight or close supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Build, from the ground up, the College Development Office
- Design and execute the College Development Plan
- Build a portfolio of gift prospects and cultivates and solicits prospects for support

- Provide appropriate stewardship to gift donors
- Analyze donor and demographic data for identification of potential sources of support
- Act as a public representative for the College; represent the College and College interests before government agencies, other institutions, local tribal and non-tribal communities
- Ensure constituencies and donors are informed and educated about the College's stories, successes and accomplishments and then provide resources, contacts, and information to include the College in campaigns, events, and endeavors.
- Take ownership of fundraising events; implement all aspects of fundraising, including special events, directmail, and major gifts.
- Maintain an overall perspective on major events in the College, including a calendar, and, where appropriate, assure coordination among events
- Create a schedule and carry out a series of unique College specific events for engagement and cultivation purposes
- Work closely with the President and/or Trustees of the College.
- Work with volunteer constituencies in support of development objectives.
- Partner with senior members of College administration and faculty in cultivating and soliciting support.
- Work closely with College faculty to engage alumni through one-on-one meetings and other opportunities as they may arise at the College.
- Conduct systematic assessment to determine the effectiveness of the College's fundraising and engagement activities, events, and programs
- Engage in planned professional development activities that will advance knowledge and understanding of tribal issues and needs, best practices for development, alumni relations, and College communication strategies and build a network with fellow professionals
- Submit regular reports (weekly, monthly, quarterly, annual)
- Maintain files and records, developing organizational structure, ensuring compliance with FERPA standards
- Plan and provide high-level, complex administrative support and perform technical office duties
- Maintain a positive, upbeat manner; promoting and exemplifying College values and representing college objectives and interests to staff, students, faculty, and potential students
- Ensure compliance with College standards, policies, and procedures
- Works outside traditional business hours
- Other duties as assigned

MINIMUM QUALIFICATIONS

Long-term employment is contingent upon successful completion a 90-day probationary period.

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, advanced degree preferred
- A minimum of five years of progressively responsible experience in development and fundraising.
- A verifiable track record of successful development activities.

- The ability to develop successful major donor solicitation strategies.
- The ability and willingness to travel locally and nationally.
- Computer literacy and familiarity with development-centered software.
- Valid driver’s license and accessibility to transportation.

Required Technical / Other Skills and Abilities

- Excellent interpersonal, written, presentation, and oral communication skills, delivered in a manner appropriate to the audience
- Ability to establish priorities, organize, schedule, and complete tasks independently.
- Positive attitude
- An entrepreneurial approach in supporting the growth of the College
- Innovative in problem solving
- Sensitive to the diverse academic, socioeconomic, cultural, and ethnic backgrounds of tribal and community colleges

PREFERRED QUALIFICATIONS

- Experience with tribal communities and tribal education
- Qualified Native American applicants 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 may 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