



JOB ANNOUNCEMENT

Job Title: Director of Development
Division: Advancement
Reports to: President/Chief Executive Officer
FLSA Classification: Non-exempt (full time)
Schedule: 40 hours per week
Supervises: Yes

POSITION BRIEF

California Indian Nations College (CINC or “the College”) announces the position of Director of Development. This position has full responsibility for building, planning, organizing, and executing the College’s Advancement Program.

As a member of the Senior Administrative Team, the Director participates in planning and establishing goals for the College. S/he is responsible for designing, executing, and evaluating all fundraising strategies. Essential duties include, but are not limited to, donor & partner relations, events management, fund-raising, and campaign-related marketing/promotion. The Director will lead the College’s Foundation efforts to leverage future investments. This position requires frequent local travel with periodic regional & national travel.

ABOUT CINC

California Indian Nations College’s mission is to offer culturally-responsive academic curriculum rooted in Native American values and to provide personalized support to advance the success of Native and non-Native students. Located in Palm Desert, California, CINC is in the heart of southern California’s Indian Country.

Chartered by the Twenty-Nine Palms Band of Mission Indians, CINC offers a curriculum that incorporates Native culture, language, and values. The College enjoys the support of local Tribes, College of the Desert, University of California, Riverside, and Native American educators and community members. Currently, the College is pursuing institutional accreditation through the Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges and will be the only accredited tribal college in the State of California.

APPLY

Please submit your CV and/or resume along with a detailed cover letter outlining your passion and interest for this position to hr@CINCollege.org.



JOB DESCRIPTION

Job Title: Director of Development
Department: Advancement
Reports to: President/Chief Executive Officer
FLSA Classification: Non-exempt (Full-time)
Supervises: Yes
Created / Updated: September 05, 2023

POSITION OVERVIEW

California Indian Nations College's mission is to offer culturally-responsive academic curriculum rooted in Native American values and to provide personalized support to advance the success of Native and non-Native students.

The Director of Development serves this mission through the promotion of positive, productive and rewarding relationships between the College and Tribal leaders, foundations, corporations, state, federal and tribal governments, and individual donors.

As a member of CINC's senior leadership, the Director participates in planning and establishing goals for the College. S/he is responsible for designing, executing, and evaluating all college fundraising strategies. Essential duties include, but are not limited to, donor and partner relations, events management, fund-raising, and campaign-related marketing/promotion.

The Director makes independent judgments informed by experience, knowledge, advice from stakeholders, and daily involvement with the senior leaders.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides leadership to the Advancement Department
- Supervises student workers, interns, contractors, and subordinates.
- Designs, implements, and assesses a comprehensive fund development plan.
- Cultivates and solicits a diverse portfolio of gift prospects.
- Provides timely, appropriate stewardship to donors ensuring all are informed about the College's stories, successes, and accomplishments.
- Acts as a representative for the College before government agencies, educational institutions, and tribal & non-tribal communities.
- Leads all fund development activities including grant writing, special events, direct mail, and gift solicitation.
- Maintain an overall perspective on major events in the College, including a calendar, and, where appropriate, assure coordination among events.

- Creates a schedule to promote a series of unique College specific and/or cultural events for engagement and cultivation purposes.
- Works closely with the President, Trustees of the College, and Senior Administrative Team
- Builds a network of volunteers, students, and alumni to engage in fund development strategies.
- Engages in professional development to advance knowledge and understanding of tribal issues and needs, best practices for fund development, alumni relations, and CINC communication strategies.
- Participates with a network of fellow fund development professionals.
- Submits regular progress reports.
- Maintains files and departmental records, creating an organized structure.
- Ensures compliance with FERPA standards, College standards, policies, and procedures.
- Works outside traditional business hours.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Long-term employment is contingent upon successful completion of a 90-day probationary period. To perform this job successfully, the Director must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Bachelor's Degree required, an advanced degree preferred.
- A verifiable track record of successful fund development
- The ability to develop successful major donor solicitation strategies.
- Computer literacy and familiarity with Microsoft Office and development-centered software.
- Valid driver's license, insurable driving record, with access to personal transportation

Required Technical / Other Skills and Abilities

- Excellent interpersonal, written, presentation, and oral communication skills.
- Detail oriented
- Self-directed
- Positive attitude with an entrepreneurial approach in supporting rapid growth.
- Innovative leadership
- Awareness and respect of diverse academic, socioeconomic, cultural, and ethnic backgrounds typically found in tribal and community colleges.

PREFERRED QUALIFICATIONS

- Experience working with tribal communities and tribal governments.
- Tribal or community college educational environment knowledge.
- Fund raising certification or 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 student and donor records.

TRAVEL

This position will require frequent local travel with periodic regional and national travel.

EQUAL OPPORTUNITY EMPLOYER

As an Equal Opportunity/Affirmative Action Employer, CINC 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 the College needs.

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

cc: Incumbent, Supervisor, Personnel File