



Development Officer

Team: Communications	Salary Range: \$70,000-\$75,000	
Location: Position is fully remote.		
Position is: <u>Full-time</u>	<u>Exempt</u>	<u>Permanent</u>

About the National Indigenous Women's Resource Center:

The National Indigenous Women's Resource Center, Inc. (NIWRC) is a Native-led nonprofit organization dedicated to ending violence against Native women and children. NIWRC provides national leadership in ending gender-based violence in Tribal communities by lifting the collective voices of grassroots advocates and offering culturally grounded resources, technical assistance and training, and policy development to strengthen Tribal sovereignty.

Our mission is to provide national leadership to end violence against American Indian, Alaska Native, and Native Hawaiian women by supporting culturally grounded, grassroots advocacy. We are an equal opportunity employer. American Indians, Alaska Natives, and Native Hawaiians are encouraged to apply.

Supervisory Responsibilities:

None

Position Overview:

The Development Officer will play a vital role in advancing NIWRC's mission by diversifying its non-federal funding base and cultivating meaningful relationships with donors, foundations, and funding partners. This role requires strategic thinking, excellent communication skills, and the ability to create compelling narratives to secure funding that aligns with NIWRC's culturally grounded and survivor-centered mission.

The Development Officer will work closely with the Director of Communications to design and execute a comprehensive fundraising strategy that ensures the organization's financial sustainability and growth.

Essential Duties:

- Cultivate and manage relationships with individual donors to increase engagement, loyalty, and financial support for NIWRC's advocacy efforts.
- Create and execute strategies for individual donor outreach, including direct mail, email campaigns, and donor events to drive giving.
- Engage in donor prospecting to identify new funding opportunities, especially those that support advocacy-driven initiatives.
- Develop and implement an annual fundraising plan in collaboration with the Director of Communications to ensure long-term sustainability and support immediate needs.
- Track and analyze donor data to optimize outreach efforts, improve donor retention, and increase contributions.
- Support donor stewardship efforts, including crafting personalized acknowledgments and regular impact reports to maintain strong relationships.
- Provide regular updates on fundraising progress and strategies to leadership, ensuring alignment with organizational goals.
- Collaborate with staff to ensure fundraising strategies and campaigns align with NIWRC's advocacy work and mission.
- Craft compelling content for email, direct mail, social media, and other donor outreach to support fundraising campaigns and emphasize NIWRC's impact in advocacy.

Minimum Qualifications/Requirements:

- Bachelor's Degree in development, fundraising, nonprofit management, communications, or a related field preferred.
- Minimum of 3 years of experience in nonprofit fundraising, development, or communications, or a combination of education and experience.
- Strong written and verbal communication skills, with a proven ability to craft persuasive proposals and donor communications.
- Demonstrated success in securing funding from diverse sources, including foundations, corporations, and individual donors.
- Ability to travel occasionally for donor meetings and events.
- Experience working with Native communities or Indian Country.
- Familiarity with culturally grounded and trauma-informed approaches to nonprofit work.
- Knowledge of issues related to gender-based violence and Tribal sovereignty.

Our Expectations:

We strive to maintain a strong sense of community at NIWRC, and our remote workplace requires a unique skill set. We are looking for competent, service-oriented people who are honest, reliable, and self-directed, excellent communicators and adept listeners, strong collaborators and respectful to supervisors and coworkers, and who will support our organizational mission and goals.

- Collaborative
- Reliable and self-directed
- Respectful to supervisor and coworkers
- Excellent communicator and listener
- Service-oriented
- Honest
- Supportive of organizational mission and goals
- Competent
- Inspiring

What We Offer:

- Competitive salary range
- 100% employer-paid medical, dental, and vision insurance for staff, their spouse, and dependents residing in the home
- SEP IRA retirement benefit
- Generous paid time off, including all federal holidays
- Professional development opportunities
- Fully remote positions
- Other benefits

Our Workplace Culture:

- Collaborative and supportive environment
- Commitment to work-life balance
- Focus on professional growth
- Mission-driven organization

How to Apply:

Please submit the following materials to careers@niwrc.org:

- NIWRC Employment Application
- Resume

- Cover letter
- 3 Writing Samples (e.g., grant proposal, donor communication, or fundraising material)
- Contact information for 2 professional references

Application Deadline: This position will remain open until filled.