Advancement Director

Background:
Native Conservancy, a non-governmental organization (NGO) based in Cordova, Alaska, was established in 2003 to empower Alaska Native peoples to permanently protect and preserve endangered habitats on their ancestral homelands. Native Conservancy exists to support resilient futures for Indigenous peoples by preserving, repatriating and restoring ancestral homelands, traditional food sources and subsistence practices to revitalize Native culture, habitat, health and spirituality. See www.nativeconservancy.org for more information.

Job Description:
Native Conservancy is seeking an Advancement Director with significant fundraising experience to provide support to the President and Leadership Team. The position requires flexibility, and the incumbent must be a team player.

Summary of Duties:
- Lead Relationship building with funders
- Implement and execute annual fundraising plan to meet fundraising goals
- Manage portfolio of donors, including individual, private, foundational and federal, using an established CRM database
- Provide coordination and leadership to Advancement Team
- Prepare and present regular reports on progress towards fundraising goals

Required Qualifications:
- Associate and/or bachelor’s degree, plus if knowledgeable about Indigenous Issues
- Knowledge of non-profit experience and fundraising, at least 5 years experience
- Previous management experience a plus
- Proven track record of meeting fundraising goals and securing major gifts
- Extremely organized with keen attention to detail and strong communication skills
- Ability to multitask effectively and switch focus with ease
- Professional, confident and tactful
- Highly proficient computer skills (Outlook, Word, Excel, Google Drive, Mailchimp, donor software)
- Tech savvy, proficient with social media, strong communications skills
- Ability to handle confidential and personal information with discretion
- Must be proactive and self-motivated
Additional Information:
This is a full time, salaried position.

Salary Range: $80,000 - $90,000 annually DOE

Benefits: Native Conservancy offers a benefits package which includes: paid leave; paid holidays, medical, dental, and vision insurance for employees and retirement reimbursement.

Application Instructions:
Applicants must provide both a resume and cover letter. Please send all inquiries to jobs@nativeconservancy.org

See www.nativeconservancy.org for more information.