

First Nations OWEESTA Corporation

POSITION DESCRIPTION

Position Title: Development Manager, First Nations OWEESTA Corporation
Reports To: Chief External Relations Officer, OWEESTA
Job Level: Exempt
Supervises: Specialist/Assistant
Hours: Full time

First Nations Oweesta Corporation (OWEESTA) is a national Native community development financial institution and affiliate corporation of First Nations Development Institute. OWEESTA's mission is to assist tribes and Native communities to develop or expand community development financial institutions by providing training, technical assistance, investments and advocacy. OWEESTA is currently seeking a qualified applicant for the following position.

POSITION SUMMARY

The Development Manager reports directly to the Chief External Relations Officer and is responsible for development and fundraising activities with Oweesta. The Development Manager provides research, grantwriting, impact collection and reporting assistance to the External Relations area and coordinates with the communication staff.

DUTIES AND RESPONSIBILITIES

1. Works with the Chief External Relations Officer and other staff to fully fundraise for Oweesta programs and capitalization.
2. Assists with the research, writing and monitoring of grants, investments and contracts to Oweesta for programmatic and capitalization operations.
3. Works with Finance and Administration on investments such as preparing promissory notes, renewal letters and reports.
4. Provides support for the development of capital campaign(s).
5. Leads support staff and consultants in the collection and provision of timely fiscal information and impact data for Oweesta in coordination with all its constituents and partners.
6. Works with other staff on interdisciplinary efforts.
7. Performs other duties as assigned by supervisor.

EDUCATION AND EXPERIENCE:

1. Bachelor's degree required. Graduate degree in related field beneficial.
2. Minimum three years experience in a fundraising position in similar organization/field, preferably with national scope.
3. Minimum two years staff and/or consultant supervision experience.
4. Minimum two years experience with Native non-profit organization and/or other community/economic development NGO.
5. Experience in Native community/economic development helpful

KNOWLEDGE, SKILLS, ABILITIES, and PHYSICAL REQUIREMENTS:

1. Strong written and verbal communications skills required.
2. Excellent computer skills – minimum PC Office Suite.
3. Ability to think independently while working in close-knit office environment.
4. Some awareness of the complexities and challenges of community development finance and small business development in Native communities.
5. Strong business and financial analysis skills required.
6. Ability to work constructively with diverse constituents and as a participant on multi-disciplinary teams required.
7. Ability to travel occasionally required.
8. No extraordinary physical requirements beyond ability to travel. Job involves normal physical requirements for an office position. OWEESTA supports and complies with ADA.

OWEESTA offers competitive salaries and benefits including health, dental, life and disability insurance and simple IRA pension plan.