



Potlatch Fund

To inspire and build upon the Native tradition of giving and to expand philanthropy in Northwest Indian Country.

Potlatch Fund Director of Development and Communication

- Salary Range:** DOQ
- Office Location:** 801 Second Avenue, Suite 304; Seattle, WA 98104
- Reports to:** Potlatch Fund Executive Director
- Application Deadline:** Immediate, open until filled

Job Summary: Potlatch Fund seeks a Director of Development and Communications to lead the expansion and diversification of its funding base. This is a new position that will be part of the senior leadership team and reports directly to the Executive Director. The Director of Development and Communications will have responsibility for building and managing the overall administration of Potlatch Fund's fundraising and communications efforts. The candidate must have the ability to work in an entrepreneurial environment, be flexible, and able to take initiative to guide the resource development and communication to all internal/external audiences of this fast growing Native organization. This position will be a key member of the Potlatch Fund leadership team responsible for working together to secure the long-term future for this Native foundation and community-based leadership development organization.

Specific responsibilities will include:

- Working with the Executive Director in the development and implementation of the resource development plan.
- Developing and submitting grant proposals to tribes, private foundations, corporations, and governmental agencies.
- Establishing and maintaining donor relationships, cultivating new donors and the donor relationship database.
- Managing the production of reports needed per funder requirements for all grants and donations.
- Coordinating Potlatch Fund's communications and marketing, to include public relations, media, and messaging.
- Planning and budgeting for organizational fundraising and marketing efforts.
- Creatively pursuing resource development opportunities, events and expanding Potlatch Fund's base of supporters.

Desired Qualifications:

- Master's degree, or equivalent, from an accredited college or university
- At least 4 years relevant nonprofit development and fundraising experience
- Experience with and/or a strong interest in working with Northwest Native people
- Excellent organizational and time management skills with excellent attention to detail
- Strong written and verbal communication skills
- Experience working with Tribal communities or diverse communities preferred
- Ability to travel in the Northwest region as well as nationally at times.
- Proficiency with Microsoft suite products packages, (Word, Outlook, Access, Excel, Publisher)

Special Requirements:

- Must be available to work a flexible schedule as requested by the Executive Director. Work schedule will involve some evening and weekend work.

To Apply: Send a detailed cover letter stating your interest and experience and why you have applied for this specific position. Include your current and future career goals, salary expectations and available start date. Send a current resume with four referees to:

Mr. Ken Gordon, Executive Director, Potlatch Fund, 801 2nd Ave., Suite 304, Seattle, WA 98104.

****Clearly mark the envelope as 'confidential'.**

or

Email submissions to ken@potlatchfund.org.