



Native Ways Federation
1400 Van Buren St. NE
Suite 200 #36
Minneapolis, MN 55413
www.nativeways.org

CAREER OPPORTUNITY

Position:	Development Associate	Compensation:	\$45,000-55,000 per year, depending on experience and qualifications
Reports to:	Executive Director	Benefits:	Eligible for Benefits, including medical, dental, paid time off, parental leave, and more
Schedule:	Full-Time Hourly	Start Date:	Immediate Hire
Job Type:	Non-Exempt		
Location:	Remote or Hybrid, Twin Cities, MN preferred		

POSITION OVERVIEW

We recognize that we are all related, interdependent, and that our collective voice is powerful and necessary to ensure a world where our future generations can thrive. We believe that Indigenous knowledge and ways of being must guide us in developing and implementing solutions to address the issues our communities currently face. [Visit our website to learn more about our values.](#)

We are seeking a Development Associate to support and grow Native Ways Federation’s development and fundraising efforts. With guidance from Senior Leadership, this position will collaborate across teams - including communications, programs, and executive leadership - to coordinate and implement development activities. We understand the development work has historically been a highly specialized skill set with limited training and educational opportunities available to all. Native Ways Federation seeks to hire an individual who thinks creatively about how to fund and support our work and is willing to learn or unlearn best practices for philanthropic finance.

This role supports a variety of Native Ways Federation’s development activities, including grant procurement and management, individual giving, evaluation and reporting, and partner relationship management. This position would offer administrative support and take on increasing responsibility to help ensure Native Ways Federation’s sustainability and impact as we grow.

ABOUT US

In 2008, several national Native-led nonprofit organizations founded Native Ways Federation (NWF) to activate and expand informed giving to nonprofits in Indian Country through donor education and advocacy. In March of 2020, Native Ways Federation hired its current Executive Director and has since grown to a team of six. Our active founding organizations (whose leadership makes up our Board) are: American Indian College Fund, American Indian Science and Engineering Society, Association on American Indian Affairs, First Nations Development Institute, National Indian Child Welfare Association, and Native American Rights Fund.

Native Ways Federation is positioned at the forefront of change. Our relationships with Native-led non-profits, philanthropy, philanthropy-serving organizations, and others allow us to influence and bridge the gap between these stakeholders and disrupt the “business as usual” models embedded in this sector.

We recognize that everything and everyone comes into this world with gifts to contribute. We honor those gifts by acting responsibly toward one another. For our employees, this means offering generous and comprehensive benefits, including medical and dental insurance for individuals or families, paid time off through personal time, retirement plan with employer contributions and matching, health and wellness time, holidays, and 6 weeks of paid medical or family leave. We also offer professional and cultural development opportunities to strengthen skills and cultural connections.

Learn more about joining our team at Native Ways Federation, including current openings, employee benefits, and background on our organization at www.nativeways.org/careers

Native Ways Federation is an equal opportunity employer and prohibits discrimination or harassment against current or potential employees.

PRIMARY DUTIES AND EXPECTATIONS

- Maintain Native Ways Federation’s funding calendar, tracking deadlines and deliverables to ensure all expectations are met.
- Support the grant procurement process, including compiling supporting materials and drafting sections of grant applications, as appropriate.
- Research prospective grant funders and philanthropic trends relevant to Native nonprofits to inform organizational strategic planning.
- Support individual giving donor database management and ensure accurate gift entry.
- Assist with individual giving donor acknowledgments, thank-you letters, stewardship touches, and other supports as necessary for this community.
- Contribute to annual appeals, Giving Days, and other fundraising campaigns.
- Support evaluation and funder reporting by collecting and compiling program and outcome data from staff and partners, tracking key metrics, and drafting portions of funder reports.
- Support meetings with funders, donors, and other partners by coordinating logistics and preparing written materials, as needed.
- Represent the organization at community and philanthropic events when appropriate.

REQUIRED QUALIFICATIONS

- Demonstrated interest in philanthropy, Native communities, and nonprofit development.
- Experience working with Native-led organizations, Tribes or businesses.
- Intimate knowledge of Native communities and culture.
- Strong organizational skills with attention to detail.
- Ability to manage multiple projects and meet deadlines.
- Strong written and verbal communication skills.

- Proficiency in Microsoft Office and willingness to learn new digital platforms (e.g., Zoom, Neon CRM, Canva).

PREFERRED QUALIFICATIONS

- 1-2 years of experience in nonprofit development, philanthropy, and/or fundraising. Native Ways Federation recognizes volunteerism and unpaid work, in addition to paid work.
- Relevant college degree or certification (e.g., grant writing certification).
- Experience writing or managing grant proposals.
- Familiarity with donor databases or CRMs and supporting individual donors.
- Experience in research, writing, or project coordination.
- Ability to work independently in a remote/hybrid environment.

PHYSICAL REQUIREMENTS

This position requires extended periods of computer and screen use.

Occasional travel may be required for meetings and events in alignment with organization health and safety policies.

HOW TO APPLY

Submit the following items [using this link](#). Please Note: You will be taken to our Human Resources Office Mission Edge's application portal.

1. Up-to-date resume
2. Brief cover letter describing your interest and relevant experience

Applications will be accepted and reviewed on a rolling basis until the position is filled. American Indians, Alaska Natives, and Native Hawaiians are strongly encouraged to apply.