



Position Title: Advancement Manager

Reports To: Chief Executive Officer

Status: Full Time, Exempt

Location: Remote, in Wisconsin

OVERVIEW:

The Wisconsin Indigenous Economic Development Corporation (WIEDC) is a coalition of non-profit organizations with a mission to expand Native economic development by building the financial sovereignty of Native individuals, families, Native-owned businesses, and communities in Wisconsin.

Working together, WIEDC Members are Native Community Development Financial Institutions (CDFIs) that collaborate and leverage resources to maximize access to loans, training, and counseling to best serve Tribal Members. Target Market is the 11 Federally recognized Tribes and all tribal affiliated members located in Wisconsin – both on and off reservation communities.

WIEDC Members collectively work to bring millions of dollars to Wisconsin Indian Country from corporations, foundations, and government programs to deliver our continuum of loan products and capacity-building technical assistance services to Native individuals, families, businesses, and communities.

POSITION SUMMARY:

Under the direction of the Chief Executive Officer, the Community Advancement position is responsible for securing financial support and major gifts for the non-profit organization. This will include identifying, cultivating, and soliciting donors for the Wisconsin Indigenous Economic Development Corporation, securing Corporate Sponsorships, and successfully executing Advancement initiatives in the local community including Major Gifts, Fundraising/Events, Donor Cultivation, Donor Walls, and other giving programs.

DUTIES AND RESPONSIBILITIES:

- Develop a strategic plan for fundraising on behalf of the organization, setting specific short-term and long-term fundraising goals. This position will be accountable for meeting goals each quarter.
- Proactively identify and build relationships with communities, corporations, individuals and funders in order to engage them in funding partnerships with the Wisconsin Indigenous Economic Development Corporation.
- Maintain relationships with prospective donors. Research and develop new prospects.
- Develop a Major Gifts program to include identification and solicitation of major donors.



- Assist marketing and communications in carrying out fundraising campaigns, including mailings and other events/drives with approval of Chief Executive Officer. Identify and cultivate Corporate Sponsorships and related deliverables.
- Develop innovative opportunities for partnerships, present plan, and strategy for approval and upon approval, execute strategies to reach benchmark goals.
- Establish presence in the local community through networking, attending events, and pursuing opportunities to promote the WIEDC brand.
- Maintain donor information and provide regular reports. Maintain records of sponsorship, including files, spreadsheets and resource materials pertinent to establishing a record of fiscal partnerships and renewals of partnerships.
- Maintain gift recognition/acknowledgement program.
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- Work in tandem with Grants Contractors and Program Manager to ensure no duplication in funding cultivation or contacts occurs.
- Demonstrated understanding of relevant legal, financial, and administrative regulations related to non-profit giving.
- Any other duties assigned.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in Business Administration, Marketing & Communications, or related field required, MBA preferred.
- Experience in Native community or economic development.
- Demonstrated success obtaining gifts in a previous Advancement role with a reputable nonprofit organization preferred.

KNOWLEDGE, SKILLS, ABILITIES and PHYSICAL REQUIREMENTS:

- Strong verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Strong Project Management Skills.
- Strong supervisory and leadership skills.
- Ability to function well in a high-paced and at times stressful environment.
- Ability to work independently and in a team dynamic.
- Proficient with Microsoft Office Suite or related software.
- High level of discretion in dealing with financial or confidential information.
- No extraordinary physical requirements beyond the ability to travel. This career involves normal physical requirements for an office position. WIEDC supports and complies with ADA and is an equal provider and employer.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian preference Act of 1934 (title 25, USC section 472).



Wisconsin
Indigenous

Economic Development Corp.
Building Financial Sovereignty

WIEDC offers an employee benefit package stipend equivalent to 20% of the employee's annual salary. Deadline to apply is August 31, 2023.

TO APPLY: Send your letter of interest and resume to coordinator@wiedc.org.