



The North West Indian College Foundation is seeking a creative, service-minded and experienced development professional for the role of Executive Director.

#### **ABOUT NWICF**

The Northwest Indian College Foundation (NWIC Foundation) is located on the original territories of the Newx' Xwlemi People of the Lummi Nation. The Foundation is a non-profit, public 501(c)(3) organization that advances the mission of the Northwest Indian College, which was established in 1983. The college is the only regional tribal college in the area and has six (6) Northwest campus sites: Swinomish Tribal Community, Tulalip Tribes, Port Gamble S'Klallam, Muckleshoot Indian Tribe, and Nisqually Indian Tribe in Washington State. The sixth site is in the Nez Perce Tribe in Idaho State. The Foundation solicits and facilitates private, philanthropy, corporations, foundations, governments, tribal and related contributions to or for the benefit of the students, research and program services as designated by the Foundation's strategic vision, goals and donors.

#### **ROLE**

Reporting to the ten-person Board of Directors, the Executive Director is responsible for managing the daily operations of the Foundation and its 3-person staff. The overall development plan will focus on three core areas approved by the Foundation Board and include: 1) Endowments, 2) Scholarships and 3) Institutional Support and Management.

#### **KEY RESPONSIBILITIES**

The Executive Director in conjunction with the Board is responsible for:

- Reviewing, updating and approving the Foundation's strategic direction and tactical plan inclusive of goals, activities, marketing plans, reporting, staff assignments, budgets, time-frames, evaluations, and updated policies for core areas; as well as quarterly progress reports of accomplishments.
- Providing overall management and administration, policy objectives and development to maximize fund raising campaigns, fund development and create and foster donor relationships; as well as continual assessment.
- Planning, organizing and coordinating social media platforms to showcase the Foundation goals; facilitating media activities, special events, maintaining an up-to-date web-site and sharing the accomplishments of student awards and success.
- Oversight and management of daily operations of the NWIC Foundation administration including ensuring all transactions, donations, payables, receivables, donations, investments and contracts are organized for effective operations.
- Monthly budget preparation, fiscal management, reporting and documentation of all Tribal, State, Federal, Investment and Donor funding income requirements and agreements.

## **DESIRABLE QUALIFICATIONS**

Competitive candidates for Executive Director will meet or exceed the following:

- Master's degree in Education, Public Administration or related field; extensive and relevant experience may substitute for education.
- At least five years of demonstrated experience in fund development, philanthropy and relationship building.
- Significant experience working with Native Americans and Tribal Nations, preferably in higher education.
- Exceptional and proven interpersonal skills with ability to interact effectively with academic leadership, faculty, prospects, donors, Tribes, foundations and corporations; ability to work effectively in a team environment.
- Track record of developing successful strategies to increase federal endowment funds.
- Demonstrated ability to develop foundation, tribal, state, federal and individual family grant applications and preparation of required reports donors and the Board and organize major fund-raising events.
- Successful fundraising experience; familiarity with Jenzabar financial management system.

## **COMPENSATION**

\$75,000-103,000 per year DOQ. Benefits include health insurance, vacation and holidays.

## **HOW TO APPLY**

Northwest Indian College Foundation hiring practices include adherence to the Indian Preference Act (title 25, U.S. code Section 473). NWICF supports and provides equal employment and educational opportunities without regard to race, color, religion, national origin, sex (including pregnancy), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information.

Position will remain open until filled. Only qualified candidates will be contacted by the NWICF.

Qualified candidates should submit an application packet consisting of a cover letter and current resume/CV to:

**Northwest Indian College Director of Human Resources**

2522 Kwina Road

Bellingham, Washington 98226-9278

Telephone (360) 392-9278. Fax: (360) 392-4290

e-mail: [employment@nwic.edu](mailto:employment@nwic.edu) and [pdlane@nwic.edu](mailto:pdlane@nwic.edu)

**NWIC Foundation Officers:** Julie Johnson, President. Patricia Whitefoot, 1<sup>st</sup> Vice President. Henry Cagey, 2<sup>nd</sup> Vice President, Linda Weaver, Treasurer. Justin Guillory, Secretary. and Leesa Wright, At-Large Member.

(Julie Johnson, Volunteer Chair, NW Indian College Foundation  
360-645-2548 Home).