



INSTITUTE OF AMERICAN INDIAN ARTS

DIRECTOR OF INSTITUTIONAL ADVANCEMENT (DIA) JOB DESCRIPTION

DEPARTMENT	INSTITUTIONAL ADVANCEMENT
CLASSIFICATION	EXEMPT, PROFESSIONAL
REPORTS TO	PRESIDENT
SUPERVISES	DEPT OF INSTITUTIONAL ADVANCEMENT

SUMMARY OF RESPONSIBILITIES

The Director of Institutional Advancement is responsible for the productivity and effectiveness of the Department and for assisting the President, Board of Trustees, faculty, and staff with the advancement of the mission of the Institute. The DIA will have responsibility for developing, leading, and promoting all aspects of IAIA's advancement efforts: Annual giving, major gifts, marketing, endowment and capital campaigns, corporate and foundation grants, and special events – building, cultivating, and soliciting, support from Native American tribes, individuals, corporations, foundations, and other constituencies. The DIA supports the mission of the Institute and serves on institutional committees as needed.

ESSENTIAL POSITION FUNCTIONS

- Develop and implement a comprehensive, strategic fundraising plan that addresses the needs and strengths of the three major institutional centers: the Academic Center, the Center for Lifelong Education, and the IAIA Museum
- Work closely with the President and the Development Committee of the Board of Trustees to determine fundraising priorities, including measurable goals and benchmarks of short and long-term objectives.
- Develop and implement strategies to identify, cultivate, and steward new funding prospects: build and strengthen existing relationships with key external constituencies: individual donors, foundations, corporations, federal and state agencies, community and tribal leaders.
- Assess and restructure the Department of Institutional Advancement as needed: develop office systems, processes, and guidelines to support all fundraising projects and operations, including research, gift acknowledgement, and the donor and alumni database.
- Lead and manage the Institutional Advancement team: Hire staff, establishes and communicate goals, support professional development, and evaluate performance.
- Plan and oversee the division's annual operating budget.
- Provide timely and accurate financial updates for the Board of Trustees and management.
- Disseminate and promote institutional advancement goals to internal and external constituencies through periodic reports

REQUIRED EXPERIENCE AND EDUCATION

- Bachelors Degree, Masters preferred in Business Administration, Business Management, Sales & Marketing or other relevant degree plus 2-5 years proven experience in related field.
- Proven track record of high-level government and/or private sector fundraising
- Ability to work effectively and collaboratively with a diverse range of constituents: staff, board, faculty, students, regional/national tribal personnel, agencies, and organization
- Experience working with diverse communities, particularly Native American organizations.
- An understanding and appreciation of Native American arts, culture, and higher education
- Strong interpersonal written and oral communication skills
- Willingness to travel as necessary (occasional out-of-town meetings and conferences)
- Familiarity with relevant software; knowledge of Raiser's edge is a plus.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to build relationships and develop fundraising programs that lead to new sources of funding and other new opportunities for support.
- Ability to be an effective spokesperson for Advancement who will energize constituencies to support IAIA's mission, programs and students.
- Demonstrates strong interpersonal skills to build and sustain relationships with multiple and diverse constituencies.
- Ability to interact and work successfully with faculty, students and staff as related to job responsibilities.
- Ability to resolve conflicts in a constructive manner
- Ability to engender trust as a leader who demonstrates integrity and cultural sensitivity.
- Adheres to appropriate standards of conduct and ethics, including confidentiality, integrity and honesty.
- Follows directives; exhibits ability to adapt to changing work environments; cooperates and works respectfully with others; participates in pro-active problem solving
- Ability to work with minimum supervision, to begin projects independently (or as assigned), and to bring projects or other assignments to timely conclusion
- Knowledge of word processing and computer capabilities

WORKING CONDITIONS

Work is performed in an office environment, desk job, with occasional attendance required for outside activities to include fundraising events, special events, exhibitions and other job related venues.

Occasional out-of-town travel for meetings and conferences using a personal vehicle or company vehicle.

This job description does not list all the duties of the job. You may be asked by supervisors or managers to perform other instructions and duties. Your evaluation will include assessment of your performance of your job as described herein.

Management has the right to revise this job description at any time. The job description is not a contract for employment.