Development Director

1.0FTE (40 hrs/week), non-exempt.
Compensation: $68,000 - $75,000 annual salary (depending on experience), group health plan, 3-weeks vacation/paid time off, $1,000 stipend for moving expenses.

Crow’s Shadow is seeking a talented, creative Development Director to contribute to the continued growth of our organization. We are a 501(c)(3) non-profit dedicated to providing a creative conduit for educational, social, and economic opportunities for Native Americans through artistic development. Our programs include a world-class print studio, which partners with Native and non-Native artists from around the nation, as well as a growing Indigenous arts initiative.

Located on the Confederated Tribes of the Umatilla Indian Reservation, Crow's Shadow's reputation in the art world is established. Works made at Crow's Shadow have been shown and collected by the Whitney, MOMA, Library of Congress, Boston MFA, and more, and a feature on Crow's Shadow in the New York Times hailed it a "hub for contemporary Native American artists nationwide...[attracting] some of the biggest indigenous names in contemporary art." Now celebrating its 30th anniversary, Crow's Shadow is poised for growth and seeks to hire its first Development Director.

The Development Director will have the opportunity to use their experience and vision to shape the organization's growth going forward. The Development Director will work independently and with the Executive Director to identify new and existing fundraising opportunities; lead Capital Campaign initiatives; and work with donors to secure significant gifts for the long-term sustainability of the organization. Crow’s Shadow is planning on undertaking a Capital Campaign to build a brand-new facility for the organization. Once launched, the campaign will comprise a significant portion of the Development Directors time.

The ideal candidate will be experienced, innovative, charismatic, and eager to take on new challenges; they will work independently, set personal goals in alignment with the organization’s vision and strategic plan and will have direct connections to the Native and Indigenous community.

Reports to Executive Director. Due to the nature of the organization and the community it serves, this is primarily an in-person position with some opportunities for telecommuting and flexible schedule. Occasional travel expected.

Duties may include:

Development:
• Expand and lead annual fundraising initiatives.
• Evaluate current and future fundraising initiatives.
• Collaborate with the Executive Director and Board of Directors to identify and cultivate donor relationships.
• Develop and enact gift acceptance and donor recognition policies.
• Work with Executive Director, board, and possible campaign consultants to design and execute a fundraising vision for future capital campaign.
• Assist with direct mail campaigns.
• Recruit and train fundraising volunteers.
• Plan and oversee annual fundraising events.
• Collaborate with studio and administrative staff to promote programs in alignment with stewardship goals.
• Collaborate with Executive Director to identify and develop applicable grants.

Administrative/Operational:
• Develop and manage annual fundraising budget.
• Maintain donor database and manage donor and client contacts.

Minimum Qualifications & Preferences:
• Education: Bachelors+ (preferred) or equivalent experience in a related field.
• 2-3 years non-profit Development experience required.
• Proficient with standard Microsoft Office software and CRM platforms (Little Green Light, preferred).
• Ability to lead with vision, self-manage tasks, stay up-to-date on latest development trends, and manage multiple projects simultaneously.
• Experience working with culturally diverse communities is highly desirable, with an emphasis on Native and Indigenous connections and communities.

Mail resume, and cover letter to:

info@crowsshadow.org
or
Hiring Committee
Crow’s Shadow Institute of the Arts
48004 St Andrews Road
Pendleton, OR 97801