IAIA
INSTITUTE of AMERICAN INDIAN ARTS

DIRECTOR OF INSTITUTIONAL ADVANCEMENT (DIA)
JOB DESCRIPTION

DEPARTMENT: OFFICE OF INSTITUTIONAL ADVANCEMENT
CLASSIFICATION   EXEMPT, PROFESSIONAL
REPORTS TO   PRESIDENT
SUPERVISES   OFFICE OF INSTITUTIONAL ADVANCEMENT STAFF (EXEMPT & NON-EXEMPT)
LATE UPDATED: November 2016

SUMMARY OF RESPONSIBILITIES

Reporting to the IAIA President and member of the President's Cabinet, the Director of Institutional Advancement is responsible for developing, leading, managing and promoting all aspects of IAIA's advancement efforts focused in four primary areas:

1. Development (including annual giving, major gifts, special project or capital campaigns, deferred/planned giving; corporate and foundation grants; with a special focus on cultivating, soliciting and stewarding support from Native American tribes, individuals, corporations, foundations, and other constituencies);
2. Constituent/Alumni Relations
3. Strategic leadership/management: of the department, staff and budget.

Additionally, the Director serves as the liaison to the IAIA Foundation Board of Directors giving guidance to the development and implementation of the Foundation's strategic goals, which are primarily focused in fundraising.

ESSENTIAL POSITION FUNCTIONS

The Director of Institutional Advancement will be responsible for the following development-related functions, which include but are not limited to the following:

- Provide executive leadership in the productivity and effectiveness of the department by assisting the President, the Board of Trustees, the faculty, and the staff in advancing the mission of the Institute.
- Collaborate closely with the President and the Institutional Advancement Committee of the Board of Trustees to establish achievable philanthropic, sponsorship and event goals for IAIA.
- Facilitate the development of the IAIA Foundation Board of Directors as the principle private-sector fundraising entity for IAIA.
- Collaborate with other members of the President's Cabinet, department heads, faculty, and students to build an organization-wide culture of philanthropy.
- Manage a portfolio of high-level donors and prospects for which the incumbent cultivates, solicits and stewards in their relationship to IAIA.
- Develop and implement a comprehensive, written plan for development (fundraising) for IAIA
- Implement workable, practical, and sustainable processes that enhance productivity in all areas of Institutional Advancement.
- Develop and implement strategies to identify, cultivate, and steward new funding sources.
- Work closely with the President and the Institutional Advancement Committee of the Board of Trustees to determine fundraising priorities, including measurable goals and benchmarks of short and long-term objectives.
- Measure the success of Institutional Advancement and report to the President and the Board of Trustees as appropriate.
- Participate in the identification, cultivation, training and mentoring of Foundation Board members.
- Staff and provide support to the President and Board Members on selected development calls.
- Remain current on national policies, procedures, and collateral relevant to fundraising and programs.
- Attend fundraising and donor cultivation events as necessary.

The Director of Institutional Advancement will be responsible for the following constituent/alumni relations functions, which include but are not limited to the following:

- Build and strengthen existing relationships with key external constituencies: individual donors, foundations, corporations, and community leaders
- Review proposal and acknowledgment letters, and provide oversight of the stewardship plan
- Provide timely and accurate financial updates for the President and the Board of Trustees
- Participate as a key member of the IAIA Foundation
- Collaborate with the Foundation to promote an atmosphere of teamwork, enthusiasm, and commitment to the IAIA's Foundation's missions and goals
- Collaborate with the Alumni Council to cultivate ongoing engagement and programs with IAIA alumni

The Director of Institutional Advancement will be responsible for the following management, supervision and budget related functions, which include but are not limited to the following:

- Set the Institutional Advancement budget; monitor revenue and expenditures. Within the budget, determine staffing and other resource requirements for development and marketing.
- Manage personnel which includes:
    - Hiring
    - Motivating
    - Evaluating
    - Identification of staff development and continuing education opportunities, in order to ensure that the OIA staff possesses the competencies and skills essential to meeting organizational objectives
    - Goal setting
    - Counseling and/or corrective action.
- Ensure adherence to best practices and highest ethical/conduct standards in all areas of the Office of Institutional Advancement, which include but not limited to:
    - confidentiality
    - integrity and honesty
    - follow and/or comply with senior management directives
    - exhibit the ability to adapt effectively to changing work environments
    - cooperate and collaborate respectfully with others
    - participate and engage in proactive problem solving
    - and participating in meetings as required
- Assess, revise and structure the Office of Institutional Advancement functions as needed to accomplish stated/identified goals.
- Ensure implementation of appropriate office systems, processes, and guidelines to support all fundraising projects and operations, including research, gift acknowledgement, and the donor and alumni database.
- Provide regular updates on activities as requested.
- Work collaboratively with other IAIA senior staff.
- Plan and oversee the department's annual operating budget.
- Complete other duties as assigned or needed.

REQUIRED EXPERIENCE AND EDUCATION

Bachelor degree in a relevant degree plus at least 5 years of senior-level, proven and direct experience in private sector fundraising is necessary. Experience working with diverse communities, such as Native American organizations, and an understanding and appreciation of Native American arts, culture, and higher education is important. **PREFERRED:** An advanced degree and/ or related professional certification (e.g. Certified Fund Raising Executive, CFRE).

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of best practices in fundraising and evaluation of outcomes.
- Experience in developing and executing strategic fundraising plans.
- Strong relationship builder capable of interacting with opinion leaders, recognized regional/national tribal dignitaries, academics, donors, and support staff.
- Strong interpersonal written and oral communication skills are required.
- Knowledge of relevant fundraising software (knowledge of and experience in use of RAISER'S EDGE is preferred).

- Proven expertise in working effectively and collaboratively with a diverse range of constituents: staff, board, faculty, students, regional/national tribal personnel, agencies, and organization
- Must possess proven expertise in using standard office software, such as WORD, POWERPOINT, EXCEL and OUTLOOK.
- Ability to travel as necessary (occasional out-of-town meetings and conferences).
- Clean driving record is required in order to be bondable to drive an IAIA vehicle.
- Ability to complete other projects and/or duties as assigned.

WORKING CONDITIONS
- Work is performed in an office environment, with attendance required for outside activities to include fundraising events, special events, exhibitions and other job related venues.
- Out-of-town travel for meetings and conferences is expected using a personal or company vehicle.
- This job description does not list all the duties of the job.
- The position is responsible for the supervision of assigned staff.
- Performance evaluation will include assessment of Institutional Advancement results (including fundraising goals, media placements, and other metric outcomes defined by the President of IAIA)
- Management has the right to revise this job description at any time.
- The job description is not a contract for employment.

This position is open until filled.