



### **Position Summary**

This full-time position will be responsible for the development and operations functions at MIGIZI. The manager will be responsible for assisting in the development and fundraising efforts in coordination with the President as well as board relations, operations support, facilities management, communication efforts and additional administrative tasks. This position is responsible for operational procedures, protocols, and systems in the areas of information flow and operational management.

### **Join the Circle**

When you come to work at MIGIZI you join a legacy that spans back to 1977. MIGIZI's mission is to provide a strong circle of support that nurtures the educational, social, economic, and cultural development of American Indian youth. We are passionate about the success of our young leaders and make sure resources are available while using our voice to advocate for equitable education for our community. Our vision is for American Indian youth to be acknowledged and honored for their sacred gifts and boundless potential – which they share – as leaders – with their communities and nations. When you join the Circle, you join a tradition in investing in our future leaders for generations to come.

**Reports to:** MIGIZI's President

**Essential Duties and Responsibilities:** Manage the development efforts and organizational operations under the direction of the President. This position will be tasked with four primary areas of responsibility: Development, Operations, Board Relations, and Administration.

### **Development**

- Responsible for the management of individual donors, institutional and government funders, and the related gifts and grants required information in the organization's Salesforce database.

- Manage donor mailing and publications, including all development campaigns and appeals, event follow-up correspondence and donor giving lists for various publications
- Responsible for timely acknowledgment of all gifts made to the organization
- Grant report writing and management in partnership with program staff
- Grant application preparation and review in partnership with staff and consultants
- Assist in planning and implementation of fundraising and donor stewardship events
- Assist in fundraising efforts conducted via social media in partnership with the Marketing & Communications team
- Perform general administrative functions related to fund development
- Assist the Board's Development Committee on tasks for prospect solicitation, correspondence, meeting planning, notes
- Grants management for reporting and deadlines for foundation, corporate and government grants
- Assist in funder and donor identification, cultivation, and stewardship:
  - Research and identify foundation and individual donor prospects;
  - Produce and maintain organizational support documents for grant application and reporting materials;
  - Regularly refresh acknowledgments and stewardship pieces.

## **Board and Committees**

- Coordination and organization for all Board and Committee meetings for MIGIZI
- Preparation of materials for all Board and Committee Meetings in partnership with the President including agendas, meeting minutes, work plans, reports, financials, etc.
- Coordination of tasks delegated to Board by Committees or Board of Directors for governance, development, programs, and finance
- Act as the first point of contact for all board-related inquiries
- Ensure the board of directors is aware of all MIGIZI-related events, including showcases, open houses, and other community events

## **Operations**

- Develop, implement, and review operational policies and procedures.
- Maintain a safe and healthy work environment by establishing, following, and enforcing standards and procedures; complying with legal regulations.
- Recruitment of available positions and management of the hiring process – posting, interview scheduling, hire documentation, onboarding of new staff
- Improve operational management systems, processes, and best practices to enhance efficiency and effectiveness.
- Purchase materials, plan and maintain adequate inventory, and oversee supply efficiencies.

- Manage vendor relationships
- Maintain communications with managers, staff, vendors, contractors, and consultants to ensure proper operations of organization
- Assist in the day to day needs for operations of both programs and the facility

### **Administrative**

- Deposits of checks from development efforts
- Assist with board committee meetings, retreats, etc.
- Preparation for annual audit and end of the year financials
- Preparation for annual budget planning
- Participate in staff meetings, and other vital administrative, promotional, and organization-related meetings and activities.

### **Required Knowledge, Skills, and Abilities**

- Bachelor's Degree or equivalent experience required
- Minimum 3-5 years experience planning, coordination and successful implementation of development and operational activities
- Contribute to a cooperative, collaborative and flexible work team environment
- Model positive behaviors to youth and staff
- Proven ability to communicate effectively and maintain healthy positive relationships with team members
- Knowledge of American Indian values and cultural practices
- Knowledge of and familiarity with Minneapolis/St. Paul Indian communities
- Background and ability to work with youth in a variety of settings and on a variety of projects
- Computer skills (Google workspace, MS Word, Excel and Powerpoint)
- Salesforce experience required
- Maintain confidentiality of required information

### **Work Environment**

Development & Operations Managers work in MIGIZI offices and a great deal of time is spent sitting and working at a computer.

### **Other**

- This is a full-time, 40 hour/week in-person position
- Some weekends and evenings
- Reliable transportation, valid driver's license, and automobile insurance
- Background check
- Ability to lift 50 lbs.

## **Compensation & Benefits**

- Salary Range: \$60,000 - \$70,000 based on experience
- Generous PTO and Holidays
- Excellent benefits including; health and dental, LTD, STD and Life insurance, 401 k contribution

## **Apply**

1. Email [kelly@migizi.org](mailto:kelly@migizi.org) with the subject line: Development & Operations Manager \*Your Name\*
2. Include in the email your cover letter on why you would be a good fit at MIGIZI and your resume.
3. Include two professional references.

## **DEADLINE TO APPLY IS AUGUST 16TH**

**EEO: It is the policy of MIGIZI to recruit, hire, train, promote, and otherwise make personnel decisions without discrimination based on race, color, religion, national origin, marital status, political affiliation, affectional orientation, gender identity, status with regard to public assistance, disability, sex, age, or any other classification protected by law.**