



POTLATCH FUND

INSPIRING THE NATIVE TRADITION OF GIVING

Position Description

Director of Philanthropic Partnerships

- Office Location:** Seattle, WA; remote might be possible for the right candidate
- Salary range:** \$80,000 – 90,000, DOE, with paid vacation, medical, vision and dental insurance package, 403b employer match. Full-time, exempt.
- Reports to:** Executive Director
- Job Summary:** The Director of Philanthropic Partnerships holds the primary responsibility to develop, create, innovate, and maintain the development strategy and team of Potlatch Fund while cultivating the spirit of the potlatch within and without the organization. S/he, in partnership with the Executive Director, will cultivate key relationships with both traditional and emerging philanthropic partners to both direct significant financial and other resources into Northwest Indian Country, and also promote an exchange of culture, knowledge, and expertise between Native and other American cultures. This position will also manage and grow the development team at Potlatch Fund to ensure the continued investment in Northwest Indian Country for generations to come.
- What We Do:** Potlatch Fund is a Seattle-based Native-led nonprofit that provides grants and training opportunities to Tribal and Native communities in Idaho, Montana, Oregon, and Washington. Our mission is to expand philanthropy within Northwest Tribal Nations and Native Communities by inspiring and building upon the Native tradition of giving.
- Our organization's name and philosophical foundation is centered on the potlatch, which is a traditional ceremony unique to Northwest Native Tribes. Before colonization many Native communities lived a life of abundant wealth. The laws of the potlatch and Native society address redistribution of wealth and acts of reciprocity. It is Potlatch Fund's desire for Native communities to return to these ways.
- Ultimately, we work with Tribal leadership, Native communities, nonprofit leaders and Native artists to bring the idea that – with the help of philanthropic dollars – they can create their own destinies.

Responsibilities:

Fund Development

- Create and implement the development plan, in partnership with the Executive Director, for the entire organization, including cultivating relationships with foundations, tribes, corporations, governments, and individual donors, as well as develop innovative and sustainable income generation opportunities
- Develop, manage, and maintain budget for the development team
- Grow, develop, and manage a development team to implement and innovate development strategies for Potlatch Fund

- Cultivate, nurture, and maintain relationships with key tribes, foundations, and donors, while fostering a culture of exchange and respect for Native customs, values, and traditions
- Ensure that appropriate and timely communications are maintained with donors including, but not limited to, one-on-one meetings, calls, and thank you notes
- Oversee and execute key development events and activities, including, but not limited to, the annual gala, donor cultivation, and appreciation events
- Represent Potlatch at key development events, meetings, and conferences, and in Indian Country when appropriate

Annual Fundraising Gala and Other Events

- Manage all event logistics for the annual gala and other events, including identifying and securing locations
- Set the programs
- Solicit sponsorships
- Sell tables
- Acquire and track silent auction items
- Work in partnership with the community committees to identify the event themes and program
- Manage volunteers before, during, and after the event
- Develop and maintain the fundraising gala webpage and promotional materials
- Coordinate updates for website and social media as needed

Additional Responsibilities

- Participate in staff planning and meetings
- Abide by legal requirements and organizational policies and procedures
- Other duties as designated by Executive Director to support the overall mission of Potlatch Fund

Required Qualifications:

- Proven experience working with Northwest Native communities and diverse populations, including knowledge of Tribal protocols.
- Demonstrated fundraising success of over \$1 million annually
- Positive ability to manage a diverse team at various points in their careers, or the demonstrated skills to be able to build and manage such a team
- Demonstrated ability to navigate various cultural, political, and social situations with grace and humor
- Excellent communication skills, both verbal and written
- Ability to work collaboratively and effectively with staff and other community members
- Personal belief in the spirit of the potlatch and a desire to spread the spirit

Other Requirements

- Ability to work a flexible schedule, including nights and weekends as needed
- A valid Washington State driver's license, access to a vehicle and good driving record
- Position includes desk work as well as varied travel as needed

Compensation: Annual Salary \$80,000 - \$90,000, DOE plus excellent benefits including medical, dental, 403b employer match

We will start **resume reviews on August 26, 2019** with initial phone screenings starting the first week of September. Please send resume with cover letter to kim@potlatchfund.org with "Director of Philanthropic Partnerships" in the subject line. If you have questions, please submit them to the same address, you may include your phone number for a possible call back. Responses to inquiries will be answered the week of August 19. **NO UNSOLICITED PHONE CALLS PLEASE.**