

Membership and Program Coordinator

About Native Americans in Philanthropy:

Native Americans in Philanthropy is as a national nonprofit membership organization whose mission is to engage Native and non-Native peoples in understanding and advancing the role of philanthropy through practices that support Native values for current and future generations. Membership is comprised of Native and non-Native individuals in philanthropy, organizations committed to increasing resources to Native communities and tribes and nonprofits that seek to be more active in the field of philanthropy.

Position Summary:

The Membership and Program Coordinator is responsible for establishing, implementing, maintaining and evaluating the organization's membership programs and growth to contribute to the organization's mission and goals, including:

- *Membership Relations:* Develop, implement and maintain an effective membership relations program including recruitment and retention to significantly expand membership.
- *Program Services:* Coordinate the provision of services and resources to mainstream and native philanthropic organizations.
- *Communication:* Effectively use communication strategies to build member relations and enhance program services.

Qualifications:

- Minimum 3 years nonprofit experience and Bachelors degree.
- Understanding of and commitment to philanthropy
- Knowledge of, or experience working with tribal communities, its entities and organizations and/or Native non-profits
- Demonstrated organizational skills including ability to handle multiple assignments, establish priorities and procedures, and attention to detail.
- Strong interpersonal skills.
- Computer literacy and experience with database management.
- Strong communications skills (verbal and written).
- Experience working on special projects.
- Must be a critical thinking and problem solver.
- Ability to travel up to 20% time.

Compensation:

FTE equivalent: \$32,500 - \$40,000. Health/dependant care coverage, vacation and retirement benefits.

How to Apply:

Submit cover letter, completed application, writing sample and resume to:

Joy A. Persall

Native Americans in Philanthropy

2801 21st Ave. South, Suite 132 D

Minneapolis, MN 55407

Application Deadline:

All application materials must be received by **March 9, 2006**, 5 pm.

Register now to attend the Native Philanthropy Institute

April 10 & 11, 2006

Mystic Lake, Shakopee Minnesota

www.nativephilanthropy.org