



Development Officer Position Description

Job Summary

The Development Officer will assist the Executive Director in the growth of the organization. This person will work intricately with staff to identify organizational directions, funding partners, growth opportunities and assist with reporting. The ideal candidate will be comfortable with working remotely in a collaborative nature, technology, G Suite and Salesforce. This person will have a general knowledge of all the products and services in order to assist with growth strategies.

Duties and Responsibilities

The Development Officer's duties include, but are not limited to the following:

- Fundraising is at the center of this position. The main responsibilities will be writing and editing grant proposals. Additionally, assisting with investment proposals, prospectus pages and data room presentation is a core function. The DO will identify, seek out and track funding opportunities in conjunction with the Executive Director and other senior staff.
- The DO will work to find key partnerships opportunities for strategic growth that compliments the organization's strategic plan. They will help to establish and maintain collaborative working relationships with current and prospective funders.
- Assisting with grant management is a critical responsibility of the DO; this includes but is not limited to reporting, filing, notification, staff coordination, etc. Monitoring grant timelines and deliverables to ensure proper grant management and coordinating with staff to create management plans and growth goals is a priority.
- The DO works closely with the senior team on organizational development and future goals. Coordinating with staff to create manageable plans and development goals that are realistic yet innovative is critical. The DO will create and implement a development/capitalization plan, in conjunction with the finance department, which can be used with the strategic plan of the organization. They will have the ability to follow that management plan and problem solve as needed.





- Coordinate with the communications and marketing team to enhance promotion and recognition of Akiptan.

Minimum Qualifications & Skills

- Bachelor's degree in a related field or at least five years of experience and proven success in development and fundraising. This includes relationship building with partners and funders.
- Efficient and accurate work style is a necessary skill.
- Ability to analyze data and tell a story from the findings.
- Computer literacy skills and proficiency with technology.
- Positive customer service skills and good communication skills.
- Basic office skills such as: filing, phone answering, tidiness, organization, etc.
- Experience in effectively raising and managing both Federal and private sector funds.

Preferred Qualifications & Skills

- Experience with working remotely, G Suite, and Salesforce.
- Experience with physical infrastructure development.
- Background in agriculture finance, rural development, economic development and Indian Country.

Working Environment, Conditions and Benefits

- Company Culture: Akiptan serves the Native agriculture industry and the staff reflect the demographic that we serve. This informs our company culture and provides a working environment that is results oriented, effective and efficient, clear and direct communication, team effort and dynamic.
- Hybrid Team: We have a main office which holds in person staff, and there is a large amount of remote staff. We provide different opportunities for virtual team building and bonding, in addition to in person staff training.
- Travel: There are approximately 2 mandatory work trips, but many optional conferences, trainings and site visits throughout the year. Light travel is required.





- Benefits: Akiptan offers Health, Dental and Vision insurance to the employee and their dependents at 100%. The employer also covers life insurance for the employee and contributes 6% to a retirement account. Akiptan has a generous and culturally sensitive leave policy available to full time, permanent employees. Compensation for cell phone and internet services is also available.
- Physical Conditions: Employees must be able to work at a computer for long periods of time and occasionally lift over 25 pounds.
- The DO position will report to the Executive Director and currently isn't a supervisory role. This will be a full time, permanent position that is classified as non exempt.
- Salary: DOE but starting at \$70,000+
- The working location is either remote or in person at the main office.

In order to apply for this position, please send your resume, references and letter of interest that briefly describes your experience that is relevant to the position, qualifications and skills. Inquiries that do not follow these guidelines will not be considered. If you have any questions, please email skya@akiptan.org. This position is open until filled.

