



## **Phoenix Indian Center, Inc.**

4520 N. Central Avenue, Suite 250, Phoenix, AZ 85012

Phone (602) 264-6768 Fax 602-274-7486

[www.phxindcenter.org](http://www.phxindcenter.org)

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### **PLEASE POST**

### **JOB ANNOUNCEMENT**

**TITLE:** **CAPITAL CAMPAIGN DEVELOPMENT COORDINATOR  
(Temporary Full Time for 2 Years)**

**DEPARTMENT:** Administration

**HOURS:** Monday to Friday – 8:00 AM to 5:00 PM (Temporary F/T)

**SALARY:** \$50,000 to \$65,000 (DOE)

The Native American Community Service Center and its 501(C) 3 partner organizations, the Phoenix Indian Center, Native American Connections and NATIVE HEALTH, are seeking a full time Development Coordinator for the Capital Campaign.

The Coordinator works with the three CEO's and other staff on fundraising activities to support and organize the Capital Campaign, a joint campaign by all three organizations. The Development Coordinator position will be based at the Phoenix Indian Center and meet regularly with all three CEO's and the campaign committee.

#### **RESPONSIBILITIES:**

- Development of a comprehensive capital fundraising plan with emphasis on the cultivation of major donors and corporate/foundation fundraising.
  1. Work with CEO's and board to identify, cultivate, solicit and retain donors.
  2. Maintain detailed records of donors and donor communication for future development efforts.
  3. Implement an individual giving campaign.
- Foundation Fundraising – foundation research and prospecting, including proposal development, preparation of foundation reports and supporting materials and foundation visits.
- Coordinate work with the hired Capital Campaign consultants.
- Development and coordination of the individual giving program, including donor acquisition and renewal strategies and programs, oversight of the donor database and acknowledgements.

- Provide support to the Board of Directors and the Capital Campaign Committee in fundraising activities, including engaging board involvement, providing the board with adequate materials and training, working with the board to set achievable board fundraising goals.
- Organize special events for fundraising purposes, including fundraising campaign kick-offs, house parties, and other events.
- Oversight of promotional publications, including brochures, quarterly newsletters, annual case statements, and other materials used for fundraising purposes.
- Participation in all LLC and CEO Management meetings, regular meetings with the CEO and CFO of the Native American Community Service Center partner organizations.
- Media relations and public outreach to enhance fundraising activities.
- Manage the overall relationship with relevant boards and committees involving staff and volunteer leaders as appropriate. Serve as primary staff for capital campaign committees and support committee chairs in setting committee direction, agenda, meeting materials, and follow up.
- Supervise the maintenance of the campaign data base including production of financial campaign reports and volunteer assignment reports and tracking of pledges and acknowledgements through database management.
- Manage campaign budget.

#### **REQUIREMENTS:**

- Master's degree in appropriate field plus two years demonstrated foundation and major donor fundraising experience within the non profit sector, preferably Capital Campaign experience, or a comparable number of years plus experience.
- Demonstrated success driving results.
- Demonstrated and recognized accomplishments as a "leader among leaders".
- Demonstrated success leading and managing other professionals, support staff and volunteers to achieve short and long term professional goals individually and as members of a team.
- Demonstrated understanding of the complexity of the volunteer/professional relationship and success managing those relationships in a warm and professional manner. Able to move comfortably among people at a variety of socioeconomic levels and capable of forging solid personal relationships with major donors, prospective donors, and volunteers.
- Demonstrated analytical skills and the ability to problem solve.
- A leadership style marked by enthusiasm, imagination, patience, drives, and follows through.
- Strong people skills.
- Excellent written and verbal communication skills.
- Experience with donor data base management.
- Team player with strong work ethic.
- Self starter with ability to multi-task.
- Must possess valid DPS fingerprint card or able to obtain one upon offer of employment.
- Must have dependable transportation with a valid driver's license.

**CLOSING DATE:** Open Until Filled (Posting Date: August 12, 2008)

**APPLY AT:** Phoenix Indian Center Personnel  
4520 North Central Avenue, Suite 250  
Phoenix, Arizona 85012  
602-264-6768, ext 2103  
Fax 602-274-7486  
[www.phxindcenter.org](http://www.phxindcenter.org)

**PREFERENCE:**  
In accordance with the Indian Preference Regulations, preference is given to American Indians. To claim American Indian preference a copy of tribal affiliation must be submitted with application and resume.