



American Indian Family Center Job Posting

Where American Indian families thrive!

Advancement Director

Application Deadline: *Open Until Filled*

Full-Time, Monday through Friday, will involve some evening and weekend hours. \$110,000-\$165,000 (DOQ) + Excellent benefits including employer paid health, dental and life insurance coverage for the employee, 403B retirement fund employer contribution, paid holidays and generous PTO accrual.

Position Description: The Advancement Director is a senior leader responsible for leading a fully integrated advancement function that strengthens the American Indian Family Center's (AIFC) sustainability, visibility, influence, and measurable impact.

This role oversees development, communications, policy/advocacy strategy, and monitoring, evaluation, and learning (MEL) as a unified portfolio. The Advancement Director will build and manage the systems, relationships, and infrastructure necessary to support revenue generation, external engagement, and public positioning, ensuring alignment with the AIFC's mission and long-term vision.

Working in close partnership with the Executive Director and the Organizational Development Director, this role ensures that external advancement efforts are aligned with internal strategic priorities, and not duplicating efforts involving organizational planning, internal systems, or change management.

Major Areas of Responsibility: The Advancement Director will lead the AIFC's fundraising, communications, policy alignment, and impact storytelling functions. This role is responsible for building a cohesive advancement strategy that expands and diversifies revenue, strengthens public narrative, and aligns external positioning with the organization's mission and community impact.

Specific Job Tasks

Development & Revenue Growth

The Advancement Director is responsible for designing and executing a comprehensive fundraising strategy that supports the AIFC's financial sustainability and growth. This role focuses on building external funding streams and donor relationships, distinct from internal strategic planning functions.

Duties:

- Design and implement a multi-year advancement strategy with clear annual revenue targets.

- Expand and diversify, in partnership with the Board of Directors, Executive Director, Finance Manager and other key staff, funding streams, including institutional funding, major gifts, individual donors, corporate giving, and public funding.
- Build and manage a structured major gifts cultivation and stewardship guide.
- Develop and implement, in partnership with the Board of Directors, Executive Director, Finance Manager, and other key staff, an annual fund strategy.
- Lead campaign strategies, including capital, special initiative, and growth campaigns.
- Establish donor stewardship systems, reporting protocols, and engagement strategies.
- Partner with the Board of Directors to strengthen fundraising engagement and participation.
- Develop systems for donor segmentation, data tracking, forecasting, and performance measurement.
- Other related duties necessary for the success of the AIFC.

Communications & Narrative Strategy

The Advancement Director will oversee and guide the AIFC's communications function to ensure consistent, mission-aligned messaging and strong public positioning.

Duties:

- Provide strategic direction and oversight to the Marketing and Communications function.
- Develop and maintain a unified narrative framework that clearly articulates the AIFC's mission, impact, and long-term vision.
- Align messaging across digital platforms, publications, grant materials, and public communications.
- Oversee the development of annual reports, impact briefs, and fundraising materials.
- Support and aid in strengthening leadership visibility and external representation.
- Ensure all communications reflect Indigenous values, cultural integrity, and community voice.
- Other related duties necessary for the success of the AIFC.

Policy & Advocacy Integration

The Advancement Director ensures that policy and advocacy efforts are aligned with the AIFC's external positioning and advancement strategy.

Duties:

- Provide strategic oversight to policy and advocacy functions in alignment with advancement and organizational goals.
- Strengthen and ensure, in partnership with the Executive and other Directors, the AIFC's presence in local and state policy conversations.
- Support coalition participation and legislative engagement efforts.
- Translate programmatic insights into clear, externally facing policy narratives.
- Ensure compliance with nonprofit advocacy regulations.
- Other related duties necessary for the success of the AIFC.

Monitoring, Evaluation & Learning (MEL)

The Advancement Director will oversee the development of systems that translate the AIFC's impact into clear, externally communicable outcomes that support funding and storytelling.

Duties:

- Partner with AIFC's Policy and Research Analyst and key staff to ensure organization-wide outcome tracking frameworks are aligned with funding and reporting needs.
- Enhance, in partnership with the Executive Director and other key staff, reporting systems that meet funder expectations while honoring community-defined measures of success.
- Partner with program leaders to ensure data collection supports storytelling and funding sustainability.
- Create and/or modify, in partnership with the Policy and Research Analyst and other key staff, dashboards and tools that communicate impact to executive leadership, board members, and external stakeholders.
- Ensure evaluation efforts support external communication, learning, and resource development.
- Other related duties necessary for the success of the AIFC.

Physical Demands and Work Environment:

- Very light lifting (less than 15 pounds) may be required occasionally.
- The AIFC is a low noise facility (under 30 dB) and has private and shared offices and conference rooms.
- Some remote work may be required.

Interested applicants can submit resumes and letters of interest to careers@aifcmn.org.

Selected applicants will be contacted to arrange an interview.

The AIFC thanks you for your interest!