



Native Ways Federation
101 5th St E, Suite 2400
St. Paul, MN 55101
www.nativeways.org

CAREER OPPORTUNITY

Position:	Communications and Marketing Director	Compensation:	\$70,000-80,000 per year depending on experience and qualifications
Reports to:	Executive Director	Benefits:	Eligible for Benefits, including medical, dental, paid time off, parental leave, and more
Schedule:	Full-Time Salaried	Start Date:	As soon as possible
Job Type:	Exempt		
Location:	Remote		

POSITION OVERVIEW

We recognize that we are all related, interdependent, and that our collective voice is powerful and necessary to ensure a world where our future generations can thrive. We believe that Indigenous knowledge and ways of being must guide us in developing and implementing solutions to address the issues our communities currently face. [Visit our website to learn more about our values.](#)

We are seeking a **Communications and Marketing Director** to develop and implement value-aligned, strategic communication initiatives that support our mission of activating and expanding informed giving to Native-led nonprofits. This role includes developing a comprehensive communications calendar, establishing brand guidelines for consistent messaging, and managing all communications platforms with the support of consultants and staff, including our existing Communications and Marketing Manager.

The Director will work closely with the Executive Director and Communications Manager to define target audiences and outreach methods, ensuring tailored and impactful communications. They will be responsible for overseeing the creation of engaging content and visuals, actively engaging with similar organizations and media outlets, and analyzing performance to refine strategies. This position is critical in elevating Native Ways Federation's public profile to advance advocacy and awareness-building efforts through effective, cohesive communication.

ABOUT US

In 2008, a group of seven national Native-led nonprofit organizations founded Native Ways Federation (NWF) to activate and expand informed giving to Native-led nonprofits in Indian Country through donor education and advocacy. In March of 2020, Native Ways Federation hired its current Executive Director. Our active founding organizations (whose leadership makes up our Board) are: [American Indian College Fund](#), [American Indian Science and Engineering Society \(AISES\)](#), [Association on American Indian Affairs](#), [First Nations Development Institute](#), [National Indian Child Welfare Association](#), and [Native American Rights Fund](#).

Native Ways Federation is positioned at the forefront of change. Our relationships with Native-led nonprofits, philanthropy and philanthropy-serving organizations, and others allow us to influence and bridge the gap between these stakeholders and disrupt the "business as usual" models embedded in this sector.

We recognize that everything and everyone comes into this world with gifts to contribute. We honor those gifts by acting responsibly toward one another. For our employees, this means offering generous and comprehensive benefits, including medical and dental insurance for individuals or families, paid time off through personal time, retirement plan with employer contributions and matching, health and wellness time, holidays, and six weeks of paid medical or family leave. We also offer professional and cultural development opportunities to strengthen skills and cultural connections.

Learn more about joining our team at Native Ways Federation, including current openings, employee benefits, and background on our organization at www.nativeways.org/careers

Native Ways Federation is an equal opportunity employer and prohibits discrimination or harassment against current or potential employees.

PRIMARY DUTIES AND EXPECTATIONS

- Ensure that all communications activities are developed and operate consistently and ethically within the mission and values of the organization.
- Create and implement a strategic communication plan and processes aligned with the organization's goals, including messaging, key audiences, and appropriate traditional and digital communication channels (social media, traditional media, newsletters, website, mailings, etc.).
- Manage day-to-day and long-term staff activities across teams and supervise the Communications and Marketing Manager.
- Build relationships with media outlets (news media, philanthropic organizations, foundations, etc.) to pitch stories and collaborations that advance Native Ways Federation's advocacy and awareness-building efforts.
- Stay updated on industry trends and integrate new technologies into communication practices.
- Participate in nonprofit and philanthropic networks.
- Communicate effectively with donors, partners, board members, staff, and other stakeholders to keep them informed about the organization's activities and advocacy efforts.
- Engage in evaluation to assess strengths and impacts, and to identify areas for improvement.
- Produce accurate and timely reporting, both written and verbal, of communications activities throughout their life cycle.
- Support the Executive Director and Finance Manager with annual communications activities planning and budget.
- Lead by example with a hands-on approach, actively engaging in day-to-day tasks and collaborating directly with the team, while fostering a culture of accountability and teamwork.

Other Duties:

- Prepare presentations, reports, documents, and letters to support communications work processes and due diligence.
- Identify and undertake professional development and training.
- Handle and maintain confidential information.
- Other duties as assigned.

REQUIRED QUALIFICATIONS

- Experience working with Native-led organizations, Tribes, or businesses.
- Intimate knowledge of Native communities and culture.
- Experience as a manager; leading multiple projects, priorities, and deadlines independently and with a team.
- Experience as a supervisor of one or more team members.
- Demonstrated ability to communicate complex, systemic issues to a variety of audiences.
- Minimum eight (8) years combined experience (education, degree, interning and/or working) in the nonprofit or philanthropic sector.
- Experience developing and implementing strategic communications activities.
- Experience with online communications and social media platforms. Our team uses Hootsuite and has social presence on LinkedIn, Facebook, Instagram, X, YouTube, and Bluesky.
- Ability to learn new digital platforms. Our team uses a variety of systems regularly, including Microsoft Office, Zoom, Adobe Acrobat, Neon CRM, Canva, and various AI tools.

PREFERRED QUALIFICATIONS

- Experience with public speaking in in-person and virtual environments.
- Established and maintained relationships with people and stakeholders with a diversity of backgrounds (demographic, experiential, and cognitive).
- Experience working in fully remote or hybrid work environment.

PHYSICAL REQUIREMENTS

This position may require extended periods of sitting with computer and screen use, and some repetitive movements.

Occasional travel for meetings and events in alignment with organization health and safety policies.

HOW TO APPLY

Submit the following items at <https://nativeways.app.neoncrm.com/forms/careers>

1. Up-to-date resume

Please Note: If selected for an interview, we will reach out to request Work Samples.

Applications will be accepted and reviewed on a rolling basis until the position is filled. American Indians, Alaska Natives, and Native Hawaiians are encouraged to apply.