



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

CAREER OPPORTUNITY

Position:	Giving Days Manager	Compensation:	\$57,000-65,000 per year
Reports to:	Operations & Programs Director		depending on experience and
Schedule:	Full-Time Salaried		qualifications
Job Type:	Exempt	Benefits:	Eligible for Benefits, including
Location:	Remote or Hybrid Buffalo, NY preferred		medical, dental, paid time off, parental leave, and more
		Start Date:	As soon as possible

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 Giving Days Manager to manage two annual giving day campaigns ([#GiveNative.org](#) and [NativeNonprofit.Day](#)) that support Native-led nonprofits and that play a crucial role in advancing community-led philanthropy. With guidance from the Operations & Programs Director, they collaborate across teams—including communications, programs, and executive leadership—to coordinate and implement all campaign activities.

This role involves direct engagement with participating Native-led nonprofits, providing educational programming to build fundraising skills, and fostering relationships with philanthropic organizations, foundations, and donors to support and promote direct donations to Native-led causes. Through strategic planning and hands-on support, the Giving Days Manager strengthens resources and impact for Native nonprofits.

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 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, 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 6 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

- Lead the planning, coordination, and facilitation of giving days by directing and managing day-to-day and long-term staff activities, including hosting virtual and in-person meetings and events with staff, partners, and stakeholders.
- Ensure that all program activities are developed and operate consistently and ethically within the mission and values of the organization.
- Engage in program evaluation to assess strengths and identify areas for improvement.
- Produce accurate and timely reporting, both written and verbal, of programs throughout their life cycle.
- Support the Executive Director and Finance Manager with annual program planning and budget.
- Engagement with participating nonprofits, providing educational programming to build fundraising and awareness-building skills year-round.
- Participate in nonprofit and philanthropic networks, with special focus on our giving day networks.
- Foster relationships with philanthropic organizations, foundations, and donors to support and promote direct donations to the campaigns and Native-led nonprofits.

Other Duties:

- Prepare presentations, reports, documents, and letters to support program 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 project manager; leading multiple projects, priorities, and deadlines independently and with a team.
- Minimum 6 years combined experience (education, degree, interning and/or working) in the nonprofit or philanthropic sector.

- Ability to learn new digital platforms. Our team uses a variety of systems regularly, including Microsoft Office, Zoom, Adobe Acrobat, Neon CRM, and Canva.

PREFERRED QUALIFICATIONS

- Experience running a community coalition giving campaign, bringing many nonprofits and community stakeholders together to fundraise and/or raise awareness for their work.
- Demonstrated ability to communicate complex, systemic issues to a variety of audiences.
- 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 a hybrid or fully remote work environment.
- Experience managing and administering CRMs (ex. Blackbaud, Salesforce, Neon) or giving days platforms (ex. Neon, MightyCause, GiveButter).
- Ability to work hybrid in Buffalo, NY. This will include the opportunity to onboard, train, and meet regularly in-person with the Operations and Programs Director who currently leads the Giving Days programming.

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

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.