

# The CIRI Foundation

## JOB DESCRIPTION

**Position:** Director of Advancement & Community Engagement

**Reports to:** President/CEO

**Salary Range:** \$90,000 to \$100,000 DOE

**Type:** Regular, Non-Exempt, Full-time

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### *General Functions:*

The Director of Advancement & Community Engagement is a key leadership role responsible for expanding the visibility, impact, and sustainability of The CIRI Foundation (TCF). This strategic position integrates fundraising, alumni relations, donor stewardship, and community programming to fulfill the Foundation's mission of fostering individual self-development and economic self-sufficiency through education, while honoring Alaska Native heritage. The Director serves as TCF's outward-facing ambassador, connecting with donors, partners, and the broader community to advance TCF's programs, goals, and legacy.

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### *Key Responsibilities:*

#### **Fund Development & Donor Engagement**

- Design and lead a comprehensive fundraising program that includes major gifts, planned giving, annual giving, and events.
- Oversee the strategy and execution of TCF's Golf Classic and develop additional signature events or campaigns.
- Attend CIRI Informational, Annual, and Friendship meetings.
- Lead relationship-building with CIRI Tribes.
- Cultivate, solicit, and steward relationships with individual donors, corporate sponsors, and philanthropic partners.
- Collaborate with the President/CEO and board members to support their donor engagement efforts.

#### **Alumni Engagement & Storytelling**

- Launch and manage a structured alumni engagement program that fosters lifelong connections with TCF scholarship recipients.
- Develop platforms to spotlight alumni success stories and build a pipeline of alumni mentors, ambassadors, and supporters.
- Implement tools to track alumni engagement and measure long-term impact.

#### **Youth Programming & Educational Outreach**

- Co-design and implement a high school career exploration and CTE (Career & Technical Education) readiness initiative.
- Lead the development of financial literacy, online tools, and culturally grounded mentorships aligned with the needs revealed in the TCF Community Assessment.
- Coordinate FAFSA navigation resources and financial literacy support, focusing on first-generation and part-time students.

### **Community Engagement & Strategic Partnerships**

- Represent TCF in public forums, conferences, and partnership meetings with tribal organizations, school districts, Native-serving nonprofits, and Alaska Native corporations.
- Build coalitions and partnerships that expand access to postsecondary opportunities and workforce development for Alaska Native youth and adults.

### **Leadership & Administration**

- Serve as a leadership team member, contributing to organizational planning, communications, and evaluation.
- Supervise staff or contractors supporting advancement and engagement activities.
- Prepare reports for internal stakeholders, funders, and the board of directors

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### *Skills, Knowledge, and Abilities:*

- Excellent written and verbal communication skills, with strong grammar, vocabulary, spelling, and proofreading abilities.
  - Strong interpersonal skills, including professional telephone and email etiquette.
  - Ability to make sound decisions and exercise independent judgment.
  - Ability to work collaboratively with personnel from various programs and organizations within the CIRI family.
  - Self-motivated with the ability to prioritize workload, work under pressure, and manage tasks independently with minimal supervision.
  - Strong understanding of confidentiality and its importance in the workplace.
  - Proficiency in typing (70 wpm) with accuracy and attention to detail.
  - Proficiency in MS Office applications (Outlook, Word, Excel, PowerPoint, Access), MS Teams, GoTo Connect, Zoom, and FileMaker Pro.
  - Competency in using essential office equipment such as phone systems, copiers, scanners, printers, and mailing equipment.
  - Flexibility to work occasional overtime, including evenings and weekends.
  - Ability to lift to 25 pounds.
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*Minimum Experience and Qualifications:*

- Proven experience in fundraising, donor stewardship, and relationship management.
- Knowledge of Alaska Native cultures and communities; lived experience or professional background working with Indigenous organizations preferred.
- Strong communication and storytelling skills, with the ability to connect diverse audiences to mission-driven work.
- Demonstrated success in designing youth or education-focused programming.
- Experience in education, managing events, staff management, and cross-sector partnerships.
- Bachelor’s degree required; advanced degree or certification in nonprofit management, education, or a related field preferred

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*Standards of Employee Conduct:*

- Strong commitment to the mission of The CIRI Foundation.
- Professionalism and respect for all team members, with a positive and collaborative attitude.
- Commitment to quality results through continuous improvement.
- Responsible use and care of company equipment and materials.
- Adherence to attendance policies, including prior notification of absences.
- Respect and protection of confidential information.

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*Physical Requirements:*

- Primarily works in an office setting, with extended periods of time spent at a desk and on a computer.

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*Job Description Approval*

Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

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Disclaimer: The information in this job description outlines the general nature and level of work performed by employees in this role. It is not designed to cover all duties, responsibilities, qualifications, or working conditions. Management retains the right to add or modify duties and designate other functions as essential at any time. This job description does not constitute an employment contract.