

MAŇPÍYA LÚTA

RED CLOUD

Advancement Associate for the Campaign and Major Gifts

Job Status: Full-time
Classification: Non-Exempt
Reports to: Senior Vice President for Community Relations & Major Gifts

Mission:

MaŇpíya Lúta embraces LakŇota and Catholic Jesuit values and teachings to grow as a community through education, spiritual formation, LakŇota language, art, and culture. MaŇpíya Lúta includes two elementary schools, a high school, Heritage Center, and six active parishes on Pine Ridge Indian Reservation in SW South Dakota. By integrating both Lakota culture and heritage with spiritual beliefs from the Lakota and Catholic traditions, MaŇpíya Lúta aims to educate both the mind and the heart of its students, creating leaders of tomorrow with competence, conscience, and compassion.

Job Summary:

A successful candidate will provide high level administrative support to a highly productive team of fundraising professionals. The candidate will support the capital campaign and its officers in its effort to fundraise \$30 million. The candidate will also assist the major gifts team in maintaining portfolios of major gift prospects and donors with the capacity to support Red Cloud's investments for scholars, artists, and parishes. The candidate will strategically assist the major gifts team to engage, cultivate, solicit, and steward donor relationships. The Advancement Associate for the Campaign and Major Gifts reports to the Senior Vice President for Community Relations & Major Gifts

I. RESPONSIBILITIES AND DUTIES:

A. Major Gifts-Primary Responsibilities:

1. Works under the leadership of the SVP for Community Relations & Major Gifts.
2. Collaboratively supports the implementation of a comprehensive short-term, annual, capital, and major gifts fundraising program to build a culture of philanthropy and secure significant financial resources from trustees, parents, alumni, foundations and others to support Red Cloud's mission and strategic priorities.
3. In coordination with the Major Gifts Team, supports the efforts in the identification, cultivation, solicitation, and stewardship of a portfolio of major gift donors, with a focus on building long-term relationships with top

- prospects and donors.
4. Contribute to prospect research and portfolio management meetings with members of the Campaign and Major Gifts team.
 5. Assist in the process of planning and hosting fundraising events and gatherings
 6. Run capital campaign thank you letters once a week.
 7. Send monthly pledge reminders.
 8. Every month, run a payroll deduction report to add into Raiser's Edge for those staff who have biweekly deductions.
 9. Take notes for all campaign/major gifts meetings, and add minutes to the drive
 10. Send Preview Docs, Appeal Letters, and Case Statements to campaign donors as assigned
 11. Complete background information for campaign/major gifts donors as assigned

II. POSITION SPECIFICATIONS:

A. Qualifications

1. Knowledge of Lakḥóta traditions and way of life.
2. Knowledge of Jesuit ministries and life structures of the Pine Ridge Reservation.
3. Experience and/or knowledge with non-profit organizations.
4. Bachelor's degree preferred, or at least 3 years of experience working at an organization serving the Lakḥóta community.
5. Computer skills – microsoft office, powerpoint, google, email, ability to learn and become proficient with Raiser's Edge.
6. Strong organizational skills with ability to prioritize and meet deadlines, and multi-task.
7. Strong ability to interact effectively with management, co-workers, and community.
8. Good communication skills – verbal and written.

B. Physical requirements: Ability to travel on public transportation. Ability to sit at a desk and use a personal computer, telephone or other desktop office equipment—80% of work time, walking — 10% of work time, bending at the waist and lifting less than 5 lbs.—5% of work time.

To Apply:

Send completed application and resume to:

Brenda Bad Heart Bull, Executive Director of HR

Mahpiya Luta | Red Cloud

100 Mission Drive, Pine Ridge, SD 57770

brendabadheartbull@redcloudschool.org