



American Indian Cancer Foundation®



MISSION

The American Indian Cancer Foundation (AICAF) works to eliminate the cancer burdens of American Indian and Alaska Native (AI/AN) people through improved access to prevention, early detection, treatment, and survivor support.

Position Title: Development Manager

Reports to: CEO

Salary Range: \$75,000 - \$80,000/year DOQ

Classification: Full-time, Exempt

Location: Remote with occasional travel (approximately 10%)

About AICAF

The American Indian Cancer Foundation (AICAF), a national nonprofit, is committed to supporting Native cancer patients, communities, tribal leaders, and healthcare providers with the knowledge and resources to improve cancer prevention, early detection, treatment, and survivorship outcomes across Indian Country. By educating and empowering, we can collectively work towards a cancer-free future for our people and future generations.

We are in a growth phase and are building our first formal development function. This role is central to that effort and will help to shape the culture and systems of fundraising at AICAF.

Position Summary

The Development Manager is AICAF's first dedicated development hire and will play a foundational role in building and sustaining our fundraising efforts. This is a hybrid role that blends strategy and execution: the Development Manager will design and implement systems, manage projects across multiple funding streams, and personally carry out core fundraising activities.

This position is ideal for someone who enjoys building from the ground up, working autonomously, and developing long-term, relationship-centered fundraising practices, particularly within Native and Tribal contexts. While the role does not manage staff, it collaborates closely with the CEO and works across the organization to align fundraising with programs, values, and impact.

Why This Role Matters

This is not a transactional fundraising role. The Development Manager will help shape how AICAF builds and sustains relationships with donors and partners for years to come. We are seeking someone who wants to grow with the organization, contribute to long-term stability, and help ensure that Native communities continue having access to culturally grounded cancer resources.

As AICAF continues growing, this role is expected to evolve, with opportunities to help shape future development strategy, systems, and staffing over time.

Key Responsibilities

Fundraising Strategy & Systems Building

- Develop and implement AICAF's first integrated fundraising strategy across individual giving, foundations, corporate partners, grants, and sponsorships.
- Design and maintain systems for donor tracking, grant management, reporting, and stewardship (including selecting and implementing appropriate tools/CRM).
- Establish realistic annual fundraising plans, timelines, and project workflows.
- Create repeatable processes that support long-term sustainability and future team growth.

Individual Giving & Donor Relations

- Build and manage an individual donor program, including cultivation, solicitation, and stewardship.
- Personally solicit major gifts and support the CEO in donor engagement and relationship-building.
- Develop donor communications in partnership with leadership (appeals, updates, acknowledgements).

Foundation, Corporate & Tribal Fundraising

- Research, cultivate, and manage relationships with private foundations, Tribal foundations, Native-serving funders, and corporate partners, including medical and pharmaceutical companies.
- Lead proposal development and reporting for foundation and corporate grants.
- Pursue sponsorship opportunities aligned with AICAF events and initiatives.

Grant Writing & Project Management

- Lead grant writing for programmatic and organizational funding opportunities.
- Manage grant calendars, submissions, compliance requirements, and reporting deadlines.
- Collaborate with program and finance staff to develop accurate budgets, narratives, and outcomes.

Relationship-Centered & Culturally Grounded Fundraising

- Approach fundraising as relationship-based, non-extractive, and aligned with Native values.
- Leverage existing relationships and networks within Tribal Nations, Native organizations, and Native-led foundations.
- Represent AICAF at conferences, convenings, and fundraising-related events as needed.

First-Year Scope & Priorities

The first year of this role is intentionally focused on building a strong foundation and priorities include:

- Establishing core development systems, including donor and grant tracking, workflows, and reporting tools.
- Developing a realistic, values-aligned fundraising plan across individual giving, grants, corporate partnerships, and sponsorships.
- Building and stewarding a meaningful portfolio of individual donors and major gift prospects.
- Submitting a targeted set of grant proposals focused on strong alignment rather than high volume.
- Creating repeatable processes for donor stewardship, acknowledgements, and grant reporting.
- Strengthening relationships with Tribal Nations, Native organizations, and Native-serving funders.

Qualifications

- Education and Experience
 - Bachelor's degree
 - 5+ years of nonprofit development experience, with demonstrated success across multiple funding streams.
 - Direct experience working with Tribal Nations and/or Native-led organizations.
 - Existing relationships with Native organizations, Tribal entities, or Native-serving foundations.
 - Proven grant writing experience, including proposal development and reporting.
 - Experience personally soliciting individual or major gifts.
 - Strong project management skills, with the ability to manage multiple deadlines independently.
 - Comfort working in a small, fast-moving organization.
 - Experience with CRM or donor management system selection and implementation.
 - Preferred: Knowledge of health equity, cancer-related work, or Native health systems.
- Skills and Abilities
 - Must be highly organized and detail-oriented and be able to prioritize and carry out concurrent projects on deadlines, manage complex projects, and maintain self-direction (i.e. carry out all responsibilities of the job requirements with minimal day-to-day supervision).
 - Strong communication skills (written and verbal) with demonstrated abilities in computer technology, report writing, facilitation, team collaboration, and public speaking.
 - Sensitivity to cross-cultural differences and ability to work effectively within diverse contexts, demonstrating discretion, tact, knowledge, judgment, and overall ability in working effectively with diverse groups of people.
 - Strategic thinker who is also willing to do hands-on work
 - Commitment to fostering an inclusive, collaborative, and mission-driven workplace culture.
 - Ability to navigate sensitive situations with discretion, integrity, and sound judgment.
 - Experience with or willingness to learn Microsoft Office tools, including, Outlook, Teams, Word, Excel, and SharePoint.
 - Demonstrated high work ethic, integrity, and professional conduct.
 - Strong passion for AICAF's mission, vision, and values.
- Other
 - This position requires approximately 10% travel. Other work may be performed remotely.
 - Must have a current driver's license and willingness to drive a vehicle in rural and urban areas.
 - Available to work flexible hours as needed to get the work done.
 - Ability to promote and model a healthy lifestyle that is free from commercial tobacco and illegal drugs.

Standards of Conduct

- Consistently exhibit professional behavior and a high degree of integrity and impartiality appropriate to the responsible and confidential nature of the position.
- Display professional work attire and a clean and organized office environment.
- Treat both internal and external partners with dignity and respect and show consideration by communicating effectively.

- Understand that any work product that is created during the course of employment is the property of AICAF and not the employee.
- Exercise judgment and initiative in the performance of duties and responsibilities.
- Abide by AICAF policies and procedures, as outlined in the Handbook.
- Research and attend training as needed and with the approval of a supervisor to improve skills that enhance overall capabilities related to job performance.

Physical Demands and Work Environment

- Frequently required to stand, walk, and sit.
- Occasionally required to climb, balance, bend, stoop, kneel, or crawl.
- Continually required to talk, hear, and utilize hand and finger dexterity (e.g., use a keyboard).
- Continually utilize visual acuity to operate equipment such as a computer and phone and read technical information.
- Occasionally required to lift/push/carry items less than 25 pounds.
- Required to work in a dedicated, distraction-free, professional home office environment that's suitable for confidential work and video calls; and this workspace must have a reliable, high-speed internet connection.
- Ability to participate in virtual meetings, with video and audio turned on, and webinars associated with a remote environment.

Benefits Package

Generous fringe benefits include:

- Health and Dental Insurance (employer paid 100% of employee premiums & 50% of dependent premiums)
- Flexible Spending Benefits (Medical and Dependent Care)
- Life, Accidental Death & Disability, Long-term Disability, and Short-term Disability Insurances (employer paid 100% of premiums)
- 401(k) plan with an employer match of up to 5% of annual earnings
- Internet reimbursement: up to \$75/month
- 13 paid holidays annually
- 20 days PTO annually (increasing to 25 days after one year).

Application Instructions

Please send your résumé and a cover letter detailing your interest in the position and relevant experience to info@americanindiancancer.org

Statements and Disclaimers

Equal Opportunity Employer/Affirmative Action Employer

The American Indian Cancer Foundation (AICAF) is an equal opportunity employer and affirmative action employer. We do not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, veteran status, or any other protected characteristic under applicable law. We are committed to creating a diverse and inclusive workplace.

E-Verify

AICAF participates in [E-Verify](#) and will provide the federal government with employees' Form I-9 information to confirm authorization to work in the United States. Job candidates and employees authorized to work may not be discriminated against on the basis of national origin or citizenship status.

Disclaimer

AICAF reserves the right to change this job description at any time.

Why Work at AICAF?

At AICAF, you'll join a passionate and dedicated team working to eliminate cancer burdens in American Indian and Alaska Native communities. We offer a collaborative, mission-driven environment where every role contributes directly to improving cancer outcomes for our relatives. Employees benefit from a flexible work environment, comprehensive health and wellness benefits, and opportunities for professional growth while making a meaningful impact.