



JOB DESCRIPTION

Position Title	Department	Reports to
Operations & Development Manager	Administration/Development	Executive Director (in close collaboration with the Finance Manager)
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	January 12, 2026
Compensation		End Date
\$35-\$45k DOE		December 31, 2026

POSITION SUMMARY

The Operations & Development Manager plays a critical leadership role in supporting the Executive Director and Finance Manager by strengthening Unkitawa's internal operations, fundraising and development systems, and organizational planning efforts. This position provides high-level operational, financial, and development support and serves as a key connector between organizational leadership, funders, partners, and internal teams.

This role is ideal for a proactive, highly organized professional with strong nonprofit finance, grant development, fundraising, and event coordination experience. The Operations & Development Manager supports strategic execution while ensuring day-to-day systems, reporting, and compliance functions run smoothly.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Financial & Operations Support

- Assist the Executive Director and Finance Manager with budget preparation, financial tracking, and monitoring of organizational expenditures.
- Support accounts payable, accounts receivable, payroll processes, and documentation in coordination with the Finance Manager.
- Assist with financial policies, procedures, and documentation to ensure strong internal controls and compliance.
- Prepare drafts of internal financial summaries and reports for leadership review.



Development, Grants & Fundraising

- Support organizational fundraising efforts, including individual donors, sponsors, foundations, and partners.
- Assist with grant research, proposal development, reporting, and grant tracking systems.
- Maintain accurate donor and funder records, databases, and documentation.
- Support donor communications, acknowledgements, and stewardship activities.

Event Planning & Coordination

- Assist in planning and execution of fundraising events, development campaigns, annual events, and board-related gatherings.
- Provide logistical, administrative, and on-site support for all Unkitawa annual events.
- Support scheduling, coordination with vendors, partners, and internal teams to ensure successful events.

Administrative & Executive Support

- Manage calendars, schedule meetings, prepare agendas, and organize materials for the Executive Director related to operations, finance, and development.
- Handle correspondence and documentation related to organizational finance, grants, and fundraising.
- Attend monthly All-Staff meetings and additional meetings as required by the Executive Director or Finance Manager.

Reporting, Research & Strategic Support

- Prepare drafts of financial, development, and operational reports for internal leadership and external stakeholders.
- Conduct research and analysis to support fundraising strategy, organizational planning, and decision-making.
- Assist with documentation needed for compliance with funder, regulatory, and organizational requirements.

Relationship & Communication Management

- Serve as a liaison between the Executive Director and donors, funders, partners, and internal team members regarding development and operational matters.
- Support relationship-building efforts that strengthen trust, transparency, and collaboration with external stakeholders



Knowledge, Skills, and Abilities:

- Bachelor's degree in Finance, Business Administration, Nonprofit Management, or a related field (Master's preferred).
- Minimum of 3 years of experience supporting executive leadership in nonprofit operations, finance, development, or related roles.
- Working knowledge of nonprofit financial management, budgeting, and fundraising principles.
- Strong written and verbal communication skills, including professional report writing.
- Proficiency with Microsoft Office Suite and nonprofit financial or grants management software.
- Ability to manage multiple priorities in a fast-paced, mission-driven environment.
- High level of integrity, discretion, professionalism, and attention to detail.
- Knowledge of and/or experience working with Indigenous communities and cultures is strongly preferred.

COMPENSATION AND SCHEDULE

- Compensation will be based on experience and funding availability
- Paid Time Off
- Observation of all Federally and Culturally recognized Holidays
- Ceremony Leave
- Part Time position
- Paid twice a month

REQUIREMENTS

- Must be legally able to work in the USA – visa support will not be provided.
- Local candidates only – relocation assistance will not be provided.
- Hybrid Position - Remote work with the ability to meet with greater team once a week and attend activities at various locations throughout the year.
- Attend and assist with Unkitawa Annual events and community events.
- Unkitawa is proud to be an Equal Opportunity Employer All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or any other characteristic protected by law.



- Your Right to Work -In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Unkitawa is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or any other characteristic protected by law.

DISCLAIMER

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

The company is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable.