



**National Congress of American Indians**  
1516 P Street, NW, Washington, D.C. 20005 - 202/466-7767

**Position Name:** Manager of External Partnerships  
**Reports To:** Chief Executive Officer and/or Designee

**ABOUT NCAI**

Founded in 1944, the National Congress of American Indians (NCAI) is the oldest, largest, and most representative American Indian and Alaska Native organization in the country. NCAI advocates on behalf of tribal governments and communities, promoting strong tribal-federal government-to-government policies. We promote an understanding among the general public regarding American Indian and Alaska Native governments, people, and rights.

**ABOUT THIS POSITION**

Under the direction of the Chief Executive Officer or such other NCAI team member as the Chief Executive Officer may designate from time-to-time, the Manager of External Partnerships is responsible for fostering, developing, and maintaining corporate, government, or academic partner (“Partner”) financial support and relationships for the Organization.

This position collaborates with appropriate team members in setting and implementing strategies for identifying, cultivating, and stewarding corporate financial support and donor prospects, as well as coordinating appropriate stakeholder participation through policy, conferences, events, and training programs. The Manager of External Partnerships serve as the liaison for Partners by gathering necessary feedback and input from partners.

The Manager of External Partnerships is responsible for an annual fundraising goal set in collaboration with the Chief Executive Director or his designee, assisting with the collection of Partner pledges, as well as strategic expansion of the program.

**DUTIES AND RESPONSIBILITIES** Under the direction of the NCAI Chief Executive Officer, the primary duties of Manager of External Partnerships to include, but are not limited to:

- Becoming familiar with NCAI’s current and potential Partner population and understanding among other things; partner organization functions and their respective role in their industry as well as their current and potential role in Indian Country, understanding and building relationships with decision-makers, understanding why partners engage with the organization and Indian Country, understand successful and unsuccessful engagement means to the partners, understand and build our value proposition in different sectors and partners.
- Using familiarity of each Partner to ensure each remains with and in good standing with NCAI and increases its commitment to the organization as a purposeful goal.
- Devising a value proposition for new Partners. This value proposition, which may have several offerings built into it, must have a clear statement that explains how becoming a Partner solves a sponsor’s concern or improves its situation (“relevancy”), delivers specific benefits (“quantified value”), and tells the potential Partner why they should become a NCAI Partner rather than becoming a sponsor of a different Native American association (unique differentiation).

Manager of External Partnerships

- Collaborating with appropriate team members to successfully implement the new value proposition to as an immediate priority.
- Serve as the primary relationship point of contact for existing NCAI corporate Partners; provide consistent and persistent Partner outreach; mail and/or email timely correspondence; service calls, texts, and emails from Partners; and attend meetings, as necessary. Related, nonexclusive list of responsibilities:
  - Establishing, cultivating, and maintaining personal contact and relationships with corporate program officers and marketing executives.
  - Writing, assembling, and submitting corporate funding requests, including letters of intent, solicitation letters, proposals, budgets, acknowledgements, and presentations.
  - Ensuring prompt acknowledgement of corporate and foundation gifts and sponsorships.
  - Maintaining calendar to ensure timely submission of letters of inquiry, proposals, and reports.
  - Working with appropriate team members in arranging corporate meetings to secure sponsorships and grant funding; and preparing appropriate briefing materials.
  - Overseeing timely delivery of corporate benefits and recognition.
  - Together with appropriate team members, assist in developing a growth strategy for new and current corporate donors.
- In collaboration with the Chief Executive Officer or his designee, cultivate new corporate partner relationships within and related to the existing financial and legal sector, including:
  - Formulate the specific value proposition that will attract a specific potential Partner to sponsor the Organization's mission, conference, or special event; and,
  - Build advisory committees centered on common collaboration consisting of specific segments or related industries; and,
  - Draft potential new Partner approach letter and correspondence templates.
- Assist in developing relationships with potential tribal funding partners including relationships based on new economic opportunities, regional visibility for tribal governments, and visibility for tribal economic enterprises.
- Take part in the coordination and administration of corporate sponsor and partner conference and event participation including making topic suggestions; oversee corporate booth set-up and logistics; provide input regarding corporate advertising and program placement, signage, registration, and speaker invitations; track confirmations and develop any event preparation as needed; assist in developing surveys and soliciting feedback; and other administrative duties deemed necessary by the Chief Executive Officer or designee.
- Organize corporate partner and sponsor participation in webinar and education initiatives.
- Other duties include, but are not limited to:
  - Assist appropriate team members with organizing separate corporate partner webinars and meetings as needed, including developing appropriate agendas.
  - Assisting in establishing Partner-related annual target revenues.
  - Assist appropriate team members with invoicing for and collecting sponsor financial obligations as per NCAI procedures.
  - Recording and sharing data on existing and new Partners for review at least once per calendar week. Data must include all relevant contact information, partner business focus areas, past pricing, payment structures, and benefits to NCAI received.
  - Updating corporate partner information on the NCAI website.
- Other duties as assigned.

**Skills & Qualifications:**

- A minimum of Two (2) years' experience in relationship development or strategic partnership's role; mix of corporate and non-profit experience preferred.
- Record of generating new revenue or successfully managing strategic partnerships preferred.
- Experience in cause marketing, shared value marketing, and/or constituent relationship management a plus.
- Experience in tribal government operations or understanding tribal governments a plus.
- Demonstrated relationship building skills; ability to build relationships with individuals from diverse backgrounds and styles.
- Ability to juggle multiple relationship building, relationship development, and negotiations with several companies at one time.
- Ability to lead internal and external meetings.
- Ability to thrive in a fast-paced environment and prioritize while working under multiple deadlines.
- Excellent problem solving and negotiation skills; ability to effectively collect, analyze, organize, distill, and present information.
- Excellent written and oral communication skills.
- Ability to travel to domestic locations.
- Proficient in Microsoft Office applications.
- Able to establish and meet conference and event schedules and deadlines.
- Working knowledge of Native American culture and financial services industry.
- Ability to work effectively in a team environment.
- Able to professionally represent NCAI.

**JOB REQUIREMENTS**

- A bachelor's degree in public policy/government, Native American Studies, or a related field preferred. Substantive work experience may substitute for a degree.
- Two or more years of experience working on Indian policy and/or with American Indian/Alaska Native
- Knowledge of policy areas relate to tribal governments.
- Demonstrated experience working collaboratively with diverse stakeholders, including tribal leaders, intertribal organizations, legislative staff, federal agencies, and non-governmental organizations.
- The ability to articulate an agenda and plan to advance policy priorities within issue areas, as assigned.
- Strong writing, interpersonal, communication, and organizational skills.
- The ability to take direction, work independently, and take initiative within areas of responsibility while working in a team-oriented environment; and
- Experience with and enthusiasm for working in a fast-paced, dynamic, and high-pressure environment

**WORK HOURS**

This position is classified as exempt pursuant Sections 13(a)(1) and 13(a)(17) of the Fair Labor Standards Act as defined under 29 C.F.R. Section 541.400

**COMPENSATION**

Annual Salary: Negotiable based on experience and skill set related to the qualifications stated.

**WORK ENVIRONMENT**

Manager of External Partnerships may work in the Washington, DC area or can work remotely and have ability to travel.