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| Position Description: | Director of Development & Strategic Partnerships |
| Reports to: | Executive Director |
| Status: | Full-time, FLSA Exempt |
| Benefits: | Eligible for Full Benefits |
| Location: | Hybrid national role — ideally based in Wyoming but open to flexible work arrangements |

About Wind River Development Fund

The Wind River Development Fund (WRDF) is a non-profit 501(c)(3) community development corporation that provides financial opportunities to stimulate economic development on and near the Wind River Indian Reservation in Wyoming, promoting self-sufficiency, self-determination, and an enhanced quality of life for the reservation community. WRDF is a certified Native Community Development Financial Institution (CDFI) providing financial and development services that are often unavailable from mainstream financial institutions. The Wind River Development Fund is a financially healthy, growing organization with a committed Board of Directors and a dedicated staff.

Position Summary

The Director of Development & Strategic Partnerships is a leadership position within WRDF, responsible for building and sustaining the organization's philanthropic, institutional, and strategic relationships. Reporting directly to the Executive Director, this role will advance WRDF's mission by securing unrestricted and multi-year funding, strengthening national partnerships, and positioning WRDF as a model of Native-led economic innovation. The Director will serve as a bridge between WRDF and the philanthropic world, fostering relationships rooted in reciprocity, trust, and shared purpose. This position may be based in Wyoming or remote with regular travel to the Wind River Reservation.

Specific Responsibilities

- Develop and implement WRDF's comprehensive development strategy to secure philanthropic and institutional funding aligned with the Indigenous Sovereignty Framework.
- Identify, cultivate, and steward relationships with major donors, foundations, and partners across sectors such as economic justice, culture, food sovereignty, land, and health equity.
- Lead proposal development, reporting, and communications with funders; maintain a grants calendar and CRM system to track progress and relationships.
- Build and strengthen partnerships with universities, think tanks, and philanthropic collaboratives.

- Collaborate with the leadership team on cultivation strategies and external engagement.
- Represent WRDF in national forums, conferences, and philanthropic convenings as an advocate for Indigenous-led systems change.
- With the Director of Marketing and Strategic Communications, develop compelling storytelling materials and impact reports that demonstrate WRDF's unique leadership and model of sovereignty-based philanthropy.
- Support WRDF's communications strategy to elevate visibility and build trust with partners and funders.

Qualifications

- At least eight (8) years of experience in philanthropy, fundraising, or institutional partnerships, with demonstrated success securing multi-year foundation or corporate grants.
- Strong writing, strategy, and relationship management skills; proven ability to craft persuasive proposals and reports.
- Deep respect for Indigenous sovereignty, self-determination, and community-led development; experience working with or within Native communities preferred.
- Excellent communication and presentation skills; ability to engage confidently with senior-level foundation and philanthropic leaders.
- Demonstrated ability to manage multiple priorities in a fast-paced, collaborative environment.
- Comfort with CRM systems, data tracking, and development planning tools.
- Bachelor's degree required; Master's degree or equivalent experience preferred.

Salary and Benefits

The compensation range for this position is aligned with experience, qualifications, and proven success. Employees are also eligible for a performance-based bonus program. WRDF offers an excellent benefits package, including health, dental, vision, life insurance, retirement plan with employer match, and paid time off. A one-year performance review will be conducted to assess progress and consider potential compensation adjustments.

Please Note

All employees of WRDF are employed, at-will, for an indefinite term and by mutual consent. WRDF values a workplace grounded in respect, integrity, and reciprocity. This position is integral to WRDF's long-term sustainability efforts and will play a key role in advancing Indigenous economic sovereignty for generations to come.

Please send your resume and cover letter to paul@wrdf.org for consideration.