

Nonprofit Board & Fund Development Professional

Organization	Green Buffalo Institute (501(c)(3) Nonprofit)
Contract Type	Independent Contractor (75% remote, 25% in-person)
Time Period	12 Months
Hours	20-30 hours per month
Compensation	Commensurate with experience
Reports To	Executive Director

HOW TO APPLY:

TO SUBMIT

- (1) your resume
- (2) 1-2 page informal write up about (a) why you'd love to join the GBI team and (b) why you're a great candidate to fill this role. This can be a cover letter, or less formal.

NOTE: If there's something in the job description that doesn't quite match your experience - that's okay, we encourage you to still apply.

EMAIL: Danny Desjarlais, GBI Executive Director at: dannydesjarlais@gmail.com (include the job title in the subject line).

WHAT TO EXPECT: You'll receive a confirmation email that we received your materials within 1-2 days of submission. By September 3, you'll be notified by email of your application status and whether you've been selected for an interview. Interviews will take place the following 2 weeks, and we aim to contract and onboard new team members by late September or early October.

APPLY BY: Thursday, September 3, 2026 @ 11:59 CST

Position Summary

Green Buffalo Institute is seeking a **Nonprofit Board & Fund Development Professional** (Contractor) to strengthen organizational governance and build a sustainable fund development engine. This role combines board governance support with hands-on fund development strategy and execution, spanning both GBI's nonprofit and its newly forming LLC. The consultant will help GBI secure the flexible capacity funding it needs to sustain and grow.

We're looking for people who love collaborating and working with people, who love mission-driven work, and who'd be thrilled to join our Native-led startup nonprofit team.

Key Responsibilities

- Lead board recruitment, training, and onboarding processes, ensuring GBI maintains strong, compliant governance practices.
- Support facilitation of board meetings, including agenda development, materials preparation, and follow-up on board decisions and action items.
- Develop a 2-year fund development plan aligned with GBI's programmatic priorities and administrative/operations needs.
- Collaborate with GBI team members and contractors to ensure the fund development plan matches program and administrative budgets across both the nonprofit and the LLC.
- Identify and apply for funding and financing opportunities, including grants, loans, and flexible capital, with a goal of securing at least a 24-month operating runway.
- Design and implement a CRM system to track donors, funders, lending partners, and supporters, and train GBI staff to use and maintain it.
- Support communications, storytelling, and outreach/engagement efforts that strengthen GBI's fundraising narrative and visibility with funders and supporters.
- Provide training to GBI staff and coaching/advisory support to the board on board governance, funder relations, and donor stewardship best practices.

Deliverables

- Board recruitment, onboarding, and training materials and process documentation.
- Finalized 2-year fund development plan, aligned with program and operations budgets.
- Funding applications submitted, with a targeted 24-month runway secured.
- Fully configured CRM system with donor/funder/partner records and staff training completed.
- Board and staff training sessions on governance and funder relations.

Qualifications

- Demonstrated experience in nonprofit board governance, board development, or capacity-building consulting.
- Proven track record in fund development, grant writing, and/or securing flexible capital for nonprofits or social enterprises.
- Experience setting up and managing CRM systems for donor and funder management.
- Strong facilitation, coaching, and relationship-building skills.
- Familiarity with hybrid nonprofit/LLC organizational structures is a plus.
- Excellent storytelling and communications skills to support outreach and engagement.
- Experience working in community teams; experience working with Native Nations and Native nonprofits preferred.