



VACANCY ANNOUNCEMENT

Development Director

Date: January 23, 2012

Brief Description of Duties to Be Performed: The USET Development Director is responsible for identifying and securing a diverse set of funding to support the needs of program services to achieve greater sustainability. This includes, but is not limited to, researching corporate, private, and government funding opportunities. Grant writing, coordination and database management of all funding sources while adhering to the goals and objectives of USET.

Minimum Requirements: Bachelor's degree in Business, Marketing or Nonprofit Management from an accredited college or university, which has equipped the applicant with knowledge, skills, and abilities to perform duties of the position. At least four years of experience in the nonprofit community with grant writing skills and fundraising experience. Ability to travel and work irregular hours as necessary.

Position posted: January 23, 2012

Closing Date: Open until filled

Please send cover letter and résumé to:

Tammy Neptune, Human Resources Dept.
United South and Eastern Tribes, Inc.
711 Stewarts Ferry Pike, Suite 100
Nashville, TN 37214
Email: tneptune@usetinc.org.