



POSITION GUIDE

POSITION: Resource Development Program Specialist
LOCATION: Anchorage, Alaska
REPORTS TO: VP of Philanthropy & External Affairs
SALARY: \$26 to \$34 DOE (Full-time, hourly/non-exempt)
RESUME DUE DATE: Open until filled

Qualified applicants may send their cover letter and resume to: tstorrs@alaskachildrenstrust.org. The first round of applicants will be reviewed on 20 May 2023; however, the position will remain open until the position is filled.

ACT MISSION

The mission of the Alaska Children's Trust is the prevention of child abuse and neglect.

ABOUT ACT

Alaska Children's Trust is the statewide lead organization in the prevention of child abuse and neglect. It is our goal to ensure all Alaskan children and youth have the tools and resources necessary to grow up safe and healthy. We work towards our vision of an Alaska where all children, youth, and families can thrive through strategic advocacy, investing resources, generating funds, and convening organizations.

ACT, founded in 1988, is focused on changing the way Alaskans think about child abuse and neglect prevention, focusing on community activities and public policies that prioritize primary prevention. Since our conception, ACT has led the way in building awareness, providing education, and bringing communities together statewide to ensure children, youth, families, and communities have the knowledge, skills, support, and resources to thrive. When children, youth, families, and communities thrive, the risk of child abuse and neglect and many of the social determinants that cause abuse and neglect to occur are greatly reduced. ACT recognizes that healthy child development is an essential building block for community and economic development.

ACT fulfills three critical roles in the overarching work to prevent child abuse and neglect: (1) advocate, (2) convener, and (3) catalyst. As an advocate, ACT strives to actively influence public policy within political, economic, and social systems and institutions and build advocacy skills within individuals and organizations across the state. As a convener, ACT fosters sincere and trusting relationships across the state that result in forward momentum toward building a safe and healthy community for children, youth, and families. And, as a catalyst, ACT encourages a new culture, methodology, and ideas to fight an epidemic that has plagued Alaska for decades. ACT achieves this through our grantmaking process.

THE OPPORTUNITY

The Alaska Children's Trust (ACT) is both an innovator and a leader in the nonprofit sector. As the statewide lead organization focused on the prevention of child abuse and neglect, ACT is committed to ensuring Alaska's children, youth, and families live in safe, stable, and nurturing communities. The position provides an opportunity for an individual to be a part of a dynamic team. A successful candidate will have a strong work

ethic, a good sense of humor, a dedication to system change, and the ability to maintain a healthy work life balance.

Position Summary

The Resource Development Program Specialist is an integral part of the Alaska Children's Trust (ACT) team working with the Vice President of Philanthropy and External Affairs to build and maintain donor relationships and raise funds to support ACT's mission. This position is responsible for managing events, donor data, and supporting communications.

Employment Classification

- Full-time
- Hourly/non-exempt

Wage Range

\$26.00 to \$34.00 DOE

Benefits

- Health, Dental, & Vision Insurance (dependent coverage included)
- Health Savings Account – annual \$1,000 contribution
- Generous Personal Time Off (PTO) & Holiday leave
- Up to 6% of annual salary 401K matching program
- Remote work
- Paid family leave program

(For a full description, please go to our website.)

Education & Experience

- B.A. /B.S. degree or equivalent work experience.
- Experience in event planning, database management, and fundraising.

Skills

- Exhibits polite and professional communication via phone, email, and mail.
- Knowledge of special events planning and management.
- Demonstrated experience in being creative and innovative.
- Organizational and follow up skills, including time management, attention to detail, and filing.
- Competence in Microsoft products including Outlook, Word, Excel, and PowerPoint.
- Experience working with databases.
- Ability to prioritize, multi-task, and meet deadlines in a fast-paced environment.
- Ability to work effectively and cooperatively with all levels of management, staff, service partners, donors, and general community.

Job Duties

Database Management

- Responsible for managing and maintaining ACT's donor/customer management relations (CRM) database – Every Action.
- Perform data entry, maintenance, and updating of the database; create and run reports to analyze data, metrics, and related information on development tracking and goal setting. Maintain accurate tracking of donor contact information and communications.
- Ensure data integrity and quality of information from which data and metrics are drawn.

Event Management

- Organize and manage donor-related events (i.e., Mush for Kids, Champion for Kids, and related cultivation events), and awareness events (i.e., Child Abuse Prevention Month).
- Solicit sponsorships to support events.

Donor Relations

- Research individuals, corporations, and foundations as potential donors.
- Effectively convey the organization's mission, vision, and programs to potential donors
- Write grant applications and fundraising proposals.
- Strategize and successfully execute fundraising campaigns.

Program Support

- Assist with outreach and communications with donors and agency partners.
- Enter all donations into ACT CRM system and manage thank you letters.
- Provide support in community outreach.
- Assist with administrative procedures, practices and project management tools for the Vice President of Philanthropy and External Affairs. Provide support in filing, scheduling, formatting and printing as needed.
- Perform other duties as needed and assigned.

NOTES: Diversity is a core component to the work at the Alaska Children's Trust. We are passionate about building and sustaining an inclusive and equitable environment for all employees. We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.

Jobs are dynamic, and assignments/priorities may change. It is not intended or implied to be an employment contract but is a communication tool to explain the responsibilities, advertise the job, and identify performance measures and potential training needs. This description does not imply or create a contractual relationship. ACT is an at-will employer.