



POSITION GUIDE

POSITION: Vice President of Philanthropy
LOCATION: Anchorage, Alaska
REPORTS TO: President & CEO
SALARY: \$80,000 to \$100,000 DOE (Full-time, hourly/exempt)
RESUME DUE DATE: Open until filled

Qualified applicants may send their cover letter and resume to: ssamuels@alaskachildrenstrust.org. The first round of applicants will be reviewed on 5 February 2024; 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 Vice President for Philanthropy collaborates closely with the President & CEO, to shape our fundraising strategies, nurturing donor relationships, and championing our mission to prevent child abuse and neglect. This role involves overseeing the proper management of current donors, fostering growth in charitable contributions, and maintaining effective communication with ACT's supporters.

Additionally, the Vice President spearheads efforts to cultivate connections with potential donors, enhances the organization's services for current contributors, supervises ACT's communications strategy aimed at raising public awareness of its programs, initiatives, and donor interactions. This position also entails active participation in the organization's overarching leadership endeavors.

Employment Classification

- Full-time
- Exempt

Wage Range

\$80,000 to \$100,000 DOE

Supervision

Reports to the President & CEO

Benefits

- Health, Dental, & Vision Insurance Options (dependent coverage included)
- Group Life, Short Term & Long-Term Coverage
- Generous Personal Time Off (PTO) & Holidays
- 401K matching program up to 6%
- Hybrid work options after 90 days
- Paid family leave program

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

Job Duties

Plan fund development activities

- Collaborate with the Board of Directors and President & CEO to create a fund development plan which increases revenues to support the strategic direction of the organization.
- Support the ACT's President & CEO, Board of Directors, and staff in initiatives to build awareness of ACT, enhance donor engagement and satisfaction, and increase current contributions to ACT.
- Implement the fund development plan in accordance with ethical fundraising principles.
- Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved.
- Monitor trends in the community or region and adapt fundraising strategies as necessary.

Organize fund development activities

- Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fundraising processes are conducted in a timely manner.
- Prepare and submit request applications as outlined in the fund development plan to generate funds for the organization.
- Support the President & CEO in the grant application process.
- Oversee the planning and execution of special fundraising events as specified in the fund development plan to generate funds for the organization.

- Identify and develop corporate, community and individual prospects for the organization's fundraising priorities.
- Coordinate in-kind donations and make decisions regarding the issuing of receipts.

Build organization branding

- In partnership with the Director of Communications, develop a comprehensive communication plan to promote the organization to its donors and maximize public awareness of the fundraising activities of the organization.
- Build relationships with community stakeholders to advance the mission and fundraising goals of the organization.
- As a member of the leadership team, represent ACT at community events, task forces, boards, and other gatherings.
- Offer presentations to build awareness of ACT.

Internal leadership and support

- Work with the President & CEO to develop and monitor annual budgets for development and communications.
- Hire, supervise, mentor, and evaluate development and communications staff/contractors.
- Develop and improve internal systems for an effective fund development program, including methods to count and report gifts, maintain donor records, record donor contacts, manage donor acknowledgment procedures and more.
- Oversee the administration of ACT's Customer Relations Management (CRM) system.
- Foster an understanding of philanthropy within the organization.
- Perform other related duties.

Education & Experience

- Over five years of major gifts experience or comparable direct work helping high net-worth clients achieve their goals.
- B.A. /B.S. degree or equivalent work experience.
- CFRE preferred.
- Experience managing staff, programs, timelines, and budgets.
- Familiarity with 501(c)(3) regulations and complex planned giving tools.

Skills

- Knowledge of best practices in philanthropy and fund development, donor cultivation and retention strategies, current tax laws, and planned giving strategies.
- Knowledge of special events planning and management.
- Proven experience working with high net-worth individuals.
- Demonstrated experience in being creative and innovative.
- Proven success in securing major gifts of \$50,000 and up.
- Excellent written and verbal communication skills.
- Excellent analytical and interpersonal skills.
- Ability to take initiative, work independently, and work as a member of a leadership team.
- Ability to prioritize, multi-task, and meet deadlines in a fast-paced environment.

- Travel is a requirement in this position requiring flexibility in work hours to include evenings and weekend travel as needed to accomplish objectives and satisfy goals.
- Adherence to the highest ethical standards, including abiding by the Association of Fundraising Professionals (AFP) Code of Ethical Behavior.

Work Environment and Physical Requirements:

- Work is primarily done in a building office environment.
- Position may require sitting or standing for prolonged periods of time at a desk, in meetings or during travel for work.
- Occasional lifting, carrying, or moving of equipment, materials, luggage, etc. up to 50 pounds.

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.