

ALZHEIMER'S DISEASE RESOURCE AGENCY OF ALASKA

Job Title: Development Director	Revised: 7/21
Department: Development	Pay Range: 60,000-75,000 DOE
Reports to: Executive Director	FLSA status: Exempt

Position Overview

The Development Director plans, coordinates and implements fund development and fundraising activities, and supervises related communication efforts for the organization. The Development Director is responsible for supervision of development programs and projects and acts as staff liaison to Fundraising Committee of the Board of Directors.

Essential Duties & Responsibilities

- Advises the Executive Director informing of trends and new initiatives in gifts and philanthropy, in order to provide the proper support for long-range planning activities.
- Acquisition and solicitation of individual donors and corporate sponsors.
- Annual appeals and direct mail projects.
- Memorials and tributes.
- Unrestricted grant requests.
- Workplace giving campaigns.
- Donor stewardship.
- Database management for fundraising purposes.
- Identifies prospects in assigned areas and directs the research needed to effectively cultivate and solicit gifts.
- Designs a planned giving program offering activities, opportunities and strategies consistent with the Agency's ability to implement it.
- Coordinates at least one special event each year, and assists satellite offices and volunteers in coordinating events outside Anchorage.
- Develop and grow a major gifts program including identification, cultivation and solicitation of major donors.
- Develops and implements a program of donor recognition.
- Identifies and researches appropriate foundation and corporate funding opportunities.
- Prepares proposal narratives and budgets for submission to funding sources.
- Prepares and submits progress updates in full and timely compliance with grant reporting requirements.
- Ensures that the Agency is in full compliance with charitable tax reporting and regulations applicable to non-profit fundraising activities.
- Provides information and articles for Agency publications on development projects and donor acknowledgements.
- Agency's publicity and public relations efforts.
- Supervision of the Communications Specialist.
- Oversees creation of publications to support fund raising activities (e.g. case statement, legacy brochure).
- Develops a resource development and communications plan for the Agency, which includes the full-service territory.

Anchorage

1750 Abbott Rd.
Anchorage, AK 99507
Phone (907) 561-3313
Fax (907) 561-3315

Fairbanks

565 University Ave, Suite 2
Fairbanks, AK 99709
Phone (907) 452-2277
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3225 Hospital Dr, Suite 101
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Phone (907) 586-6044
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777 N. Crusey Street, Suite B101
Wasilla, AK 99654
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- Oversees media relations and media campaigns.
- Oversees the Agency Website and Social Media.
- Oversees the development of agency's outreach materials.
- Develops and monitors implementation systems to assure success.

Requirements and Qualifications

Knowledge, Skills and Abilities

- Associate or bachelor's degree in communications, journalism, public relations or related field.
- Three to five years progressively responsible experience in a non-profit organization, government or public agency management.
- Familiarity with fundraising techniques and a proven track record with major gift fundraising.
- Ability to prioritize and manage multiple priorities.
- Ability to anticipate, identify, organize and analyze growth opportunities
- Grant writing experience.
- High level of integrity, diplomacy and initiative.
- Excellent verbal and written communication skills.
- Ability to work independently, follow directions and organize materials and time.
- Ability to operate computers and other office equipment.
- High level of proficiency with database software.
- Ability to drive, and to use personal vehicle for Agency business.
- Valid Alaska driver's license with a good driving record and proof of auto insurance.
- Ability to pass a state and federal criminal background check.

Physical and Special Requirements

- Must have the ability to perform lifting and transferring of no less than 25 pounds and demonstrate good body mechanics while performing these tasks.
- Ability to work evenings and weekends as needed.
- Ability to travel as needed to perform job duties.

Development Director 7/2021

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

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