



SEALASKA HERITAGE

POSITION DESCRIPTION

Development Officer

INFORMATION

Department:	Administration
Reports to:	Chief Operating Officer
Location of Work:	Juneau, Alaska
Salary Grade:	DOE
Employment Category:	Full-time
Classification:	Exempt
Date:	February 17, 2017

SUMMARY/OBJECTIVE

The Development Officer of Sealaska Heritage (DO) is responsible for the management, planning and implementation of a comprehensive philanthropy program that secures the necessary financial resources from foundations, corporations and individuals to support mission and programmatic goals. The Development Officer will develop and execute multi-year fundraising campaigns, oversee contractors, and promote Juneau as the NWC Arts Capital within the community, region, and nationally.

ESSENTIAL FUNCTIONS

1. Manage all major gift functions, including principal gifts, donor prospecting and research to meet the strategic priorities of the Sealaska Heritage Institute.
2. Accountable for fundraising goals for donations and planned gifts; and management of a personal portfolio of 20-40 major gift-level prospects and donors.
3. Develop and administer multi-year fundraising campaigns; evaluate results and develop corrective strategies as needed.
4. Accountable for identifying and meeting local program goals, working with staff, board members, and volunteers to raise funds for programs and endowment.
5. Broad responsibility for philanthropy, which includes coordinating, training, professional development, establishing clear directions, setting "stretch" objectives, and collaborating with the development associate to administer programs.
6. Lead the Trustee Philanthropy Committee and work closely with Trustees and other volunteers in fundraising, including events, donor cultivation and solicitation.
7. Commit actions and resources in a way that positively affects public image of SHI.
8. Participate in community, regional, and statewide professional fundraising organizations.

9. Lead new programs/initiatives that will ensure department and organization-wide goals and strategies are achieved.
10. Implement and direct multiple projects, coordinating work of volunteers and board members, setting deadlines, and ensuring accountability.
11. Maintain confidentiality of frequently sensitive information.
12. Manage strategic initiatives through collaboration with stakeholders in order to enhance performance in accordance with short and long-term objectives.
13. May direct or participate in negotiations for complex, high profile or sensitive agreements.
14. Responsibility and accountability for meeting strategic goals and objectives.
15. Frequent travel, possibly on short notice; work frequent long hours and occasional weekends.

COMPETENCIES

- Effective leadership, management and training skills.
- Maximum opportunity to act independently, resolves complex issues within program area.
- Experience in managing a geographically dispersed team.
- Excellent communication and writing skills via presentations, conversations, and documents.
- Proficiency in synthesizing materials from multiple sources into a coherent and accurate summary.
- Expert knowledge of current and evolving trends in major gifts giving and solicitation, including social media platforms.
- Knowledge of advanced gift planning concepts.
- Understanding of best practices in non-profit management.
- Knowledge of Southeast Alaska Native culture and languages.

SUPERVISORY RESPONSIBILITY

This position will have no direct reports.

WORK ENVIRONMENT

This position's duties are performed at the Walter Soboleff Building. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

WORK DEMANDS

While performing the duties of this job, the employee is regularly required to verbally communicate. This position is very active and requires standing, walking, bending, kneeling,



stooping, crouching, and climbing all day. The employee must frequently lift and/or move objects up to 20 pounds and occasionally lift and/or move objects up to 50 pounds.

POSITION TYPE AND EXPECTED HOURS OF WORK

This is a full-time benefited position, working 37.5 hours a week. Regular hours are Monday through Friday, 8:00am - 4:30pm.

TRAVEL

Moderate travel within Alaska and the lower 48.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree.
- Experience building and maintaining long-term relationships with businesses, corporations, major donors, foundations, etc.
- Experience in planning and delivering budgetary responsibilities.
- Experience, coursework, or other training in principles, practices, and procedures of charitable giving, particularly in the areas of endowment campaigns, major gifts and planned giving.

PREFERRED EDUCATION AND EXPERIENCE

- Track record of raising 5-6 figure gifts.
- Demonstrated experience in managing capital or endowment campaigns.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

