

# ALASKA CHILDREN'S TRUST



<b><u>Position</u></b>	Director of Individual Giving
<b><u>Wage Range</u></b>	\$80,000 - \$100,000, depending on experience
<b><u>Location</u></b>	Anchorage, Alaska
<b><u>Status</u></b>	Full-time
<b><u>Classification</u></b>	Salary (Exempt)

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## **Who are we?**

At the Alaska Children's Trust (ACT), we believe every child can grow up safe, happy, and able to achieve their dreams. As the lead organization focused on the prevention of child abuse and neglect, we strive to ensure children, youth, and families have the knowledge, skills, support, and resources to thrive. We achieve this by fostering intentional partnerships across our state, publishing key data and research to show inequities faced by Alaska's children, raising funds, and committing resources, and advocating for change.

Learn more about who we are and what we do at our [website](#), on [YouTube](#), or social media ([Facebook](#), [Instagram](#)).

## **Position Summary**

The Director of Individual Giving is a pivotal role that supports the financial sustainability of Alaska Children's Trust. This position focuses on developing and managing our individual donor strategies to enhance funding and support for efforts to achieve our mission. The ideal candidate will excel in engaging with donors, organizing fundraising campaigns, and cultivating long-term donor relationships.

## **Supervision**

This position will report directly to the President & CEO.

## **Job Duties**

### *I. Individual Donor Engagement*

- Develop, implement, and monitor strategies aimed at growing the base of annual individual donors.
- Identify, cultivate, and solicit potential donors for major gifts.
- Maintain and enhance relationships with existing donors, ensuring they are informed, valued, and engaged.
- Cultivate relationships with existing donors and increase donor loyalty.
- Coordinate with program directors to ensure alignment between program needs and donor interests.

### *II. Fundraising & Campaigns*

- Plan and execute fundraising campaigns tailored to individual donors, including annual giving, endowment, legacy, and major gift campaigns.
- Collaborate with the communications team to create effective promotional materials and fundraising messages.
- In partnership with the Director of Community Engagement, organize and manage fundraising events specifically designed to attract and engage individual donors.

### *III. Donor Stewardship*

- Implement a comprehensive donor stewardship program that regularly acknowledges, recognizes, and reports back to individual donors.

- Ensure personalized communication with donors, including thank you letters, updates on the impact of their donations, and invitations to special events.
- Regularly review donor data to enhance the personalization of outreach and acknowledgment strategies.

#### *IV. 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.

Performs other duties as needed and assigned.

#### **Education & Experience**

- Bachelor's degree in Communications, Marketing, Public Relations, or related field or minimum of 8 years equivalent work experience.
- A minimum of five years of experience in non-profit management, or related field.
- CFRE preferred – not required.
- Experience in fundraising or sales.
- Familiarity with working in a non-profit (501(c)(3)) environment.
- Familiarity with and love of living and working in Alaska.

#### **Skills & Abilities**

- Exhibits polite and professional communication via phone, email, and mail.
- Strong interpersonal and communication skills.
- Proficient in utilizing and managing databases/CRM systems (i.e., EveryAction)
- Demonstrated experience in being creative and innovative.
- Ability to make decisions, engage in critical thought and problem solve.
- Polite and professional listening, verbal, and written communication skills.
- Excellent analytical and interpersonal skills.
- Ability to effectively and efficiently manage multiple, simultaneous, complex tasks.
- High degree of integrity, honesty, confidentiality, and maturity.
- Willingness to travel including within Alaska and its rural regions.
- Proficient in the Microsoft Office 365 Suite (Outlook, Word, Excel, PowerPoint, SharePoint, OneDrive, Teams, etc.).

#### **Work Environment and Physical Requirements**

- The work is primarily performed in an office building environment.
- While performing the duties of this job, the employee may be regularly required to stand, sit, talk, hear, reach, stoop, kneel, and use hands and fingers to operate a computer, telephone, and keyboard.
- The position requires the ability to independently (with or without supports - examples include vision or hearing correction) speak, hear, see, and write legibly to understand and be understood.
- The position may require sitting or standing for prolonged periods of time at a desk, in meetings, or during travel for work.
- The position may require the ability to travel as required to fulfill the duties of the role including air travel.

- Occasional lifting, carrying, or moving of equipment, materials, luggage, etc. up to 50 pounds.

**Benefits Package Summary**

- Health, Dental, & Vision Insurance (up to 85% covered for eligible employees, including dependent(s))
- Group Life, Short Term & Long-Term Disability (100% covered for eligible employees)
- Personal Time Off (PTO) (starts at 18 days/year) & Holidays (16 days/year)
- 401K (up to 6% match and 2 years vesting)
- Hybrid work option includes (3) days a week in Anchorage office and (2) days a week at home (after probationary period of 90 days)
- Paid family leave (for eligible full-time employees)
- For a full description of our Benefits Package, please go to our [employment page](#).

**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 at any time without notice. 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.

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Employee Name (Print)

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Employee Signature

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Date

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**Application Guidelines**

Interested, qualified applicants may send their cover letter and resume to:

**Sharon Samuels, [ssamuels@alaskachildrenstrust.org](mailto:ssamuels@alaskachildrenstrust.org)**

Position open until filled.

First review of the applicants will be: May 29, 2024