



44129 Sterling Highway | Soldotna, AK 99669 | 907-260-5449 | www.kenaiwatershed.org
Working Together for Healthy Watersheds on the Kenai Peninsula

About Kenai Watershed Forum:

The Kenai Watershed Forum (KWF) is a 501(c)3 nonprofit organization and is recognized as the regional watershed organization of the Kenai Peninsula, successfully identifying and addressing the needs of the region by providing high quality education, restoration, and research programs. KWF’s mission is “working together for healthy watersheds on the Kenai Peninsula,” and our core values are stewardship, integrity, connection, and knowledge. KWF is a dynamic organization dedicated to our rivers, streams, and surrounding communities of the Kenai Peninsula for current and future generations. We work hand-in-hand with individuals, nonprofits, government agencies, philanthropic foundations, and corporate entities to strategically preserve and steward our watersheds. We welcome new applicants to explore an exciting employment opportunity to work with our dynamic team in Soldotna, AK at our office on the banks of the Kenai River in Soldotna Creek Park.

Job Title:

Development Director, Full-time 32 – 40 hrs. /week

Compensation:

\$24.50 – \$29 /hour DOE, plus generous benefit package and flexible, health conscious working accommodations.

Recruitment Dates:

December 10, 2021 to January 14, 2022. Applications must be received by 5pm (ADST) on the closing date. Review of applications will be ongoing throughout the application process until a suitable candidate is found.

Position Summary:

KWF is pleased to announce an opening for a Development Director to work collaboratively with all KWF staff and board of directors, as well as our diverse partners, to champion, promote, and sustain a culture of philanthropy internal and external of the organization.

The candidate will be responsible for developing, executing, and refining KWF’s fundraising, marketing, and outreach related to the organization’s membership, sponsorship, event planning and production, and community engagement. The person will also be responsible for developing an annual fundraising plan connected to the organization’s strategic plan, in conjunction with the Executive Director, and may oversee one or two additional staff members or volunteers for special events and/or programs.

Persons interested in applying for this position should be energetic, self-motivated, and outgoing. They should find meaning in KWF's mission and our work, and should have a demonstrated connection to and understanding of the natural and cultural resources of the Kenai Peninsula and Alaska. The successful candidate will also demonstrate good listening ability and the willingness, self-confidence, and respectfulness to communicate and build relationships with a wide-range of audiences.

Core responsibilities:

50%: Membership and Partnership Development

Applicants should be knowledgeable of the "Donor Cycle" (research, relationship, request, and recognition/stewardship) and should have demonstrated experience developing and nurturing organizational membership and partnerships, fostering new and returning supporters, communicating and marketing programs, projects, and events, and/or nonprofit administration.

Responsibilities include, but are not limited to:

- Manage the organization's membership database (between 150-200 members) and implement new and exciting ways to expand membership.
- Secure financial support from individuals, businesses, foundations, and corporations.
- Develop and maintain ongoing relationships with donors, including meeting with supporters on a continual basis to establish long-lasting organizational bonds.
- Implement KWF's Planned Giving program and solicit donations via appreciated stocks, bonds, or mutual funds, "Minimum Distributions," and other bequests.
- Assist in organizing the local "Pick, Click, Give" coalition on an annual basis.

30%: Community Outreach and Development

Applicants should be experienced and comfortable with developing, executing, refining, and working with all organizational staff to market and communicate strategies on behalf of the organization and its diverse activities.

Responsibilities include, but are not limited to:

- Develop, plan, oversee, and implement special events, including budget, staff, and volunteer management.
- Play a leadership role in executing the annual Kenai River Festival, including the recruitment of the event's sponsorship.
- Assist the organization in developing and delivering pertinent and timely social media content, including being responsive to feedback and comments.
- Develop new and creative ways to market, promote, and brand KWF and its events, programs, projects, and overall mission.

20%: Organizational Development and Other Duties as Assigned

Applicants should be prepared to assist the organization in all aspects of our work and to bring new and innovative ideas to deliver our mission.

Responsibilities include, but are not limited to:

- Cultivate a culture of philanthropy within the organization, involving staff and board members in the execution of fundraising strategies.
- Develop and present a monthly development report to the board of directors.
- When appropriate, assist KWF staff in grant, contract, and budget research, development, proposal writing, tracking and reporting.
- In conjunction with the Executive Director, develop and execute an annual fundraising plan and associated budget related to the organizational strategic plan.
- Provide intellectual and operational leadership, acting as a resource and working closely with all staff and the organization's board of directors.
- Maintain knowledge of current state of philanthropic and fundraising trends, and champion selected trends within the organization.
- Attend professional training and seek professional development opportunities.

Qualifications:

- BA/BS degree in development, marketing, nonprofit or business administration, communications, or similar field and three to five years of professional experience; a Master's degree may substitute for two-years of experience
- Experience developing and implementing successful fundraising campaigns
- Demonstrated ability in organizational strategy
- Solid verbal and written communication skills, with a proven ability to set priorities while managing a diverse portfolio of projects
- Knowledge of Alaska and the Kenai Peninsula
- The ability to develop and maintain strong working relationships with multiple stakeholders
- Knowledge of the Kenai Watershed Forum mission, history, performance and role in the community

How to Apply:

To apply by mail or in-person, please submit a one-page cover letter, resume, and no more than three professional references to:

Kenai Watershed Forum
Attn: Executive Director
44129 Sterling Highway
Soldotna, Alaska 99669

Or, you may apply by submitting an email with the subject line "Development Director" to:
Branden Bornemann, Executive Director
branden@kenaiwatershed.org

Questions?

Questions regarding this announcement may be directed to: branden@kenaiwatershed.org or at 907-953-2605.

Special notes:

“The Kenai Watershed Forum does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.”