

Job Announcement

Program Development Specialist

Kenai Watershed Forum

Soldotna, Alaska

March 25, 2016

Recruitment dates: March 28 through April 15, 2016, 5 p.m.

Position Description

The Kenai Watershed Forum is recruiting for a Program Development Specialist to promote fundraising and market membership, sponsorships, event planning and production, and community participation and development.

This is a part-time, year-round, 30 hours/week position. Pay DOE \$20-\$25/hour; There is potential to grow this position into full-time status depending on the success of the programs initiated by the person selected for the position.

The KWF Development Specialist works under the direction of the Executive Director, assists in the preparing an annual work plan and budget for Development for KWF. This position should have a thorough understanding of social media marketing and communication. The Development Specialist may oversee one or two additional staff people for special events and programs.

Persons interested in applying for this position should be energetic, self-motivated, out-going with a high sense of community involvement. This position plays an important role in many of the Kenai Watershed Forums' hallmark events and is the principal conduit for communicating with the KWF membership.

This position will be responsible for:

- Developing and executing the Kenai Watershed Forum's annual fundraising plan
- Securing financial support from individuals, foundations and corporations
- Assisting in the implementation of KWF Strategic Plan
- Overseeing staff responsible for event planning and execution
- Developing and maintaining ongoing relationships with major donors
- Creating and executing a strategy for a large sustained base of annual individual donors
- Developing and tracking proposals and reports for all foundation and corporate fundraising
- Participate in many of the diverse events and projects that the KWF produces and manages each year.
- Working knowledge of website design, office software and database management.

- Assisting with maintaining and managing the Kenai Watershed Forum's website and social media platforms
- Developing and expanding Planned Giving and Endowment goals for the KWF

Qualifications

- BA (required), MA (a plus)
- 5-plus years experience in development and fundraising
- Demonstrated excellence in organizational, managerial, and communication skills
- Have a demonstrated knowledge of the Kenai Watershed Forum mission, history, performance and role in the community.

To apply, submit a resume with 3 professional references and other supporting documentation to:

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

You may apply electronically by submitting to:
Jack Sinclair, Executive Director
jack@kenaiwatershed.org.

Questions may be sent to jack@kenaiwatershed.org or at 907-260-5449 ext. 1208

The Kenai Watershed Forum is a 501 (c) 3 non-profit organization dedicated to promoting and maintaining healthy watersheds through stewardship, research, restoration and education throughout the Kenai Peninsula and its communities. For more information about us please visit our website: www.kenaiwatershed.org