

Development Coordinator or Development Director, DOE

Job Location:	Based at any of SAIL's offices in Southeast, AK	FLSA Status:	Exempt
Schedule:	30 - 37.5 hours/week (Negotiable)	Reports To:	Executive Director or Operations Director
Coordinator Pay Range:	\$45,000 - \$52,000 (30 hrs/week) \$60,000 - \$67,000 (37.5 hrs/week)	Director Pay Range:	\$54,000 - \$68,000 (30 hrs/week) \$70,000 - \$85,000 (37.5 hrs/week)

SAIL is committed to developing and maintaining a diverse and inclusive workforce.

Summary of Position:

Work closely with the Executive Director and Leadership Team to develop a comprehensive fundraising strategy to expand philanthropic support for the organization. Manage all components of the fundraising plan including but not limited to: annual giving, planned giving, corporate and foundation grants, major individual and corporate gifts, and special fundraising events. Ensure that funding and development strategies serve the overall mission and values of SAIL.

Responsibilities & Duties:

- Works with the SAIL Leadership Team to design and direct all annual fundraising projects, including major donor outreach, annual appeals, and events
- Oversee all donor communications including newsletters, appeals, and annual reports
- Coordinate with all SAIL satellite offices to ensure that each region is on target to meet their fundraising goals and objectives
- Develop and direct the planned giving campaign to build SAIL's endowment
- Develop and direct SAIL's major donor campaign
- Investigate and identify potential public and private funding sources
- Research and make formal inquiries for private and corporate foundations
- Manage agency donor database and donations system
- Oversee and maintain the SAIL agency development plan
- Assist the Leadership Team in writing proposals and assisting others in writing proposals as needed
- Carry out other assignments as required

Skills and Experience Required:

- Embraces the Independent Living Philosophy
- Strong interpersonal skills
- Excellent writing skills; comfortable writing professional & narrative-style reports
- Comprehensive understanding of fundraising principles
- Sound judgment and personal integrity when handling sensitive information

- Serve as a role model for consumers of independent living
- Knowledge of disability rights, human service systems commonly accessed by seniors and people with disabilities, and other social service resources
- Ability to work independently and as a team
- Ability to work under pressure and meet tight deadlines

Preferable, but not required skills and experience:

- 3+ years experience working in nonprofit fundraising or donor relations
- Experience with donor management software
- Personal experience with a disability and/or the independent living movement
- Knowledge of rural Alaska lifestyle and challenges
- Knowledge of Native Alaskan Cultures and traditional values
- Experience with teaching or facilitation

Core Competencies:

- Ability to be flexible
- Ability to communicate and work well with a variety of individuals
- Ability to manage multiple projects and meet deadlines
- Ability to manage stress
- Ability to problem-solve situations as they arise
- Ability to work well in a team setting
- Sense of humor in a variety of situations
- A commitment to social justice and equity for those SAIL serves and the people we employ

Work environment

SAIL offers a family-friendly work environment. All offices are casual. We encourage open and honest communication between team members. The work environment is positive and friendly.

Possible exposure to inclement weather: Southeast Alaska is in a temperate rainforest. Rainfall is common at any time of the year. Snowfall can be heavy at times. Summers are marked by up to 18 hours of daylight, while winter has as little as 6 hours of daily light.

Some travel may be required, and flexible schedules can be considered depending on job requirements. SAIL is an at-will employer.

Employee Signature: _____ Date: _____