

Fund Development & Communications Specialist Job Description



Agency Overview:

thread is a non-profit agency and the statewide Child Care Resource and Referral (CCR&R) Network whose mission is to advance the quality of early education and child development by empowering parents, educating child care professionals, and collaborating with our communities. Since 1986 **thread** has been supporting families with child care referral services and parent education and supporting early educators through training and consultation.

Specific Responsibilities:

The Fund Development & Communication Specialist is responsible for managing/coordinating solicitation and stewardship of individual donors. The position will work closely with the Chief Marketing and Fund Development Officer to ensure fundraising goals from all sources of revenue are being met to support the continued success of the organization. Part of a two-person team, this position has the opportunity to be involved with all aspects of nonprofit fundraising and communications and helps to build awareness of thread as a charitable organization.

1. Works closely with the CMDO to implement thread's fund development plan, including individual donor campaigns, donor engagement and stewardship strategies, and donor events.
2. Responsible for all gift processing, including entering gifts and grants, preparing donor acknowledgements, and liaising with finance.
3. Manages fundraising database (Salesforce), including gift process, update of donor records, and preparation of reports and lists.
4. Assists CMDO in prospect research and preparing grant submissions and reports.
5. Plans and executes thread's annual appeal, Pick.Click.Give., Combined Federal Campaign, and Giving Tuesday campaigns.
6. Coordinates thread's leadership team and Board of Directors efforts in actively engaging donors, and tracks activities and results.
7. Assists with planning and execution of fundraising events.
8. Writes/designs donor communications that demonstrate donor benefits/impact with fresh, engaging content for multiple platforms (website, social, newsletters, email). (Liaising with marketing)
9. Oversees fund development filing systems, paper and electronic, to ensure all necessary documentation is accounted for and filed.
10. Supports the Board Fund Development Committee meetings.
11. Other duties as assigned.

Qualifications:

1. Bachelor's degree in communications, public administration, fund development or related fields, or equivalent experience required.
2. Experience in and/or familiarity with nonprofit fundraising, 2-3 years preferred.
3. Experience with donor database systems, Salesforce a plus.
4. Proficiency in MS Office Suite 365 (Word, Excel, PowerPoint, Outlook).
5. Initiative and the ability to think critically.
6. Excellent organizational and time management skills.
7. Meticulous attention to detail.
8. Outstanding interpersonal and communication skills.
9. Excellent writing and editing skills; ability to articulate ideas clearly, concisely, and persuasively.
10. Ability to evaluate philanthropic trends and analyses and knowledge of best practices.
11. Must be able to prioritize and work independently and enjoy working closely with team members.
12. Demonstrated excellence in judgment, problem solving, and decision-making.
13. Discretion with privileged information.

Updated 7/27/21

Fund Development & Communications Specialist
Job Description



Key Competencies:

1. Passion and commitment to **thread's** mission and the importance of early childhood education.
2. Knowledge of early childhood and school-age education programs and services, and community collaboration initiatives
3. Flexibility and adaptability as organizational needs change.
4. Strong interpersonal skills required.
5. Strong analytical skills and attention to detail.
6. Strong technical writing skills required.
7. Strong customer service skills required.
8. Ability to use modern technology to enhance business and customer services.
9. Ability to communicate effectively with a diverse group of educators, parents, staff, and members of the community.
10. Ability to use database systems and general office programs with comfort and ease including Microsoft Word, Excel, Access, Zoom, PowerPoint, Salesforce, shared project management tools, and Outlook.

Schedule and Compensation:

Position Hours: Monday-Friday, 9am-5pm, other hours as required.

Location: 3350 Commercial Dr. Ste 203 Anchorage, AK 99501

Position Type: Part Time, 30 hours/week

Classification: Non-Exempt, Permanent

Supervisor: CMDO

Supervises: None

Compensation: \$26.00 - \$28.00/hr.

Full Time Benefits: 20 days of PTO (starting), 13 paid holidays, 403b match, High-Deductible Health Plan with HSA option (employer contributes to HSA), Dental, Vision and Life. All premiums covered 100% for employee's health, dental, vision and life. Free thread services.

How to Apply: Please email a cover letter and resume to hr@threadalaska.org with "Fund Development & Communications Specialist" in the subject line. Open until filled.

Updated 7/27/21