



Development Director Job Description

The Development Director will lead the fundraising and capacity building efforts at Cook Inletkeeper. The goal of this position is to ensure the continued financial stability of the organization, maintain organizational records, grow membership and investment in the organization, and support outreach and marketing of the organization. Our Development Director must have a demonstrated passion for protecting clean water and healthy salmon habitat and a willingness to work with a dynamic, dedicated team in a challenging but inspiring environment.

The Development Director is a Permanent Full-Time Position, working 40 hours per workweek. The Development Director reports directly to the Executive Director. Position is based in Cook Inletkeeper's headquarters office, located in beautiful Homer, Alaska. Generous benefits package; salary DOE.

Background: In the wake of the Exxon Valdez Oil Spill, a group of concerned Alaskans came together around their love for Cook Inlet. They were outraged at the abuses they saw in Cook Inlet, so they sued several oil and gas corporations for toxic dumping in Cook Inlet's rich fisheries. Remarkably, they won, and used the settlement funds in 1995 to start Cook Inletkeeper, a 501(c)(3) nonprofit organization dedicated to protecting the Cook Inlet watershed and the life it sustains. Over the past two decades, Inletkeeper has become a leader in the Alaska conservation movement, pioneering novel science, organizing and advocacy efforts to press for corporate accountability, government transparency and lasting social change.

Job Responsibilities: Fundraising and Data Management (70%)

- Shepherd the intake of all new funding (e.g., individual donations, business sponsorships, government and foundation grants, etc.) through complete process, from thanking to banking;
- Oversee membership relations, including activities such as:
 - Process memberships, donations, renewals, and sponsorships;
 - Input data and maintain accuracy of information in database (ie, address changes, mailing preferences, etc);
 - Ensure regular membership correspondence and relationship cultivation opportunities;
- Maintain cloud-based database to track all supporters, donors, organizational funders and grants;

- With support of Executive Director and program staff, conduct foundation and public agency research and grant writing;
- Maintain up-to-date grants calendar to include all deadlines for letters of interest, proposals, and reports;
 - Work with Executive Director and program staff to ensure timely and accurate grant reports and proposals;
- Support the Board of Directors in the performance of its fundraising duties;
- Secure sponsorships for annual Tidebooks, events, and other projects as needed;
- Develop and cultivate Major Donors (over \$500 a year), with support from Board and Staff;
- Develop and implement Planned Giving program, with support of board and staff;
- Draft annual fundraising plan;
- Secure and promote Cook Inletkeeper’s participation in Pick.Click.Give;
- Maintain Cook Inletkeeper’s participation in automatic donation programs (ie, workplace giving programs);
- Prepare monthly membership/donation and grant income reports for board and staff;
- Work closely with Executive Director to review monthly cash flow and financials, annual budgets and mid-year budget revisions;
- Participate in regular staff, finance, and fundraising team meetings;
- With Chief Creative Officer, develop engaging materials for membership recruitment and retention, including regular emails, Annual Appeal and Quarterly Newsletter.

Job Responsibilities: Maintain Organizational Records (5%)

- Ensure annual filings and registrations are completed (with support from Bookkeeper and Executive Director), including: Charitable Organization Registration, Indirect Cost Proposal, Alaska Community Share, Combined Federal Campaign, Duns #, Guidestar, etc.
- Oversee annual audit and work with Bookkeeper and Executive Director to ensure accurate and timely completion;
- Assist staff with other duties as needed.

Job Responsibilities: Marketing and Promotion of Cook Inletkeeper (25%)

- With Chief Creative Officer, develop promotional materials and products (stickers, sweatshirts, etc) to market Inletkeeper brand;
- Identify opportunities for sponsorship that will impact positive image of Inletkeeper brand;
- Plan and support outreach and “friendraiser” events to ensure Inletkeeper is well-represented around the vast Cook Inlet watershed.

QUALIFICATIONS:

- Exceptional organization skills and ability to meet hard deadlines;
- Strong persuasive writing skills;
- Strong critical thinking, verbal, research, and presentation skills;
- Excellent listening, learning and retention skills;
- Demonstrated ability to manage databases;

- Demonstrated ability to manage multiple projects and deadlines simultaneously;
- Demonstrated ability to work effectively as part of a team as well as independently;
- Ability to maintain a positive attitude despite a difficult political environment;
- Strongly motivated to press for social and environmental change;
- Desire to live, work and play in an incredible community surrounded by uncommon beauty;
- Experience in fundraising, grant-writing, and donor cultivation preferred;
- Experience with data management and data visualization preferred;
- Knowledge of Alaska preferred but not required.

Position open until filled. To apply, send cover letter, resume and three references to Carly Wier at carly@inletkeeper.org

For more information, contact Carly by email or at 719-293-1202