



April 1st, 2011

**Job Announcement
Development Director
Alaska Fisheries Development Foundation**

The Alaska Fisheries Development Foundation (AFDF) seeks well qualified applicants for the position of Development Director. AFDF is a 501 (c)(3) non-profit foundation in our 33rd year of working to solve problems and create opportunities in the Alaska seafood industry. The foundation is in need of operational and program funding to secure our financial standing. AFDF also seeks to grow our membership and improve our outreach within the Alaska seafood industry and business community. The Development Director must be an individual who meets the following requirements:

Educational and Professional Experience Requirements:

- Must hold a Bachelor's Degree from accredited educational institution
- Minimum of 5 years of related volunteer and/or professional work experience involving directing successful fundraising efforts for non-profits.
- Proven record of successfully cultivating, soliciting and closing significant major donations from individuals, grants and institutional donors, including corporations, government agencies and foundations of many types.
- A proven record of successful grant applications is specifically required.
Candidates must submit a minimum of three examples of successful prior grant applications.
- Experience in membership development, event planning and organizational strategic planning is a plus.
- Experience working with boards and volunteers.
- Ability to work independently and in a professional manner.
- Excellent interpersonal skills and the demonstrated ability to effectively communicate verbally and in writing is required.
- Proven experience and success in managing multi-faceted fundraising program, particularly grant writing to non-profits and government entities, Computer literacy in all standard office suite programs is required.
- Knowledge of Alaska seafood industry is a plus.
- Understanding of Alaskan economic and political environment is a plus.
- Three professional references are required.

Specific Responsibilities:

The successful applicant will:

1. Meet Fundraising Goals of AFDF

Work closely with Executive Director and Board of Directors, especially the Fundraising and Membership Committee to meet AFDF fundraising goals.

Create annual development plan under direction of Executive Director and Board.

2. Increase Membership of AFDF

Improve recruitment of prospective new members.

Meet membership goals established by the Board of Directors.

Work with Executive Director and the Board to conduct fundraising events that both garner new revenues and grow the membership of AFDF.

3. Administration – Data and Donor Management

Develop and utilize a donor database, including electronic and hard copy files, to create reference materials for development work. Produce individual correspondence as appropriate for confirming and following up solicitations and meetings. Report all grant applications in an organized record.

Job location: AFDF is headquartered in Anchorage, Alaska. Applicants may propose to work from another location in the state of Alaska or the Seattle, Washington area. Ability to work from Anchorage will be considered favorably.

Compensation: \$50,000 - \$60,000/yr, depending on experience.

Hours: This is a full-time position.

Applications should be sent both via regular mail and email.

Mail to: AFDF, 431 W. 7th Avenue, Suite 106, Anchorage, AK 99501.

Email to the following addresses:

Board President Ian Fisk: fiskarnorth@gmail.com

Executive Director Jim Browning: jbrowning@afdf.org

Due Date: Applications will be accepted through the close of business on April 22nd, 2011.