



# BEST BEGINNINGS

## Alaska's Early Childhood Investment

### POSITION DESCRIPTION

#### Communications & Development Director

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**The communications & development director plans, coordinates, and manages statewide development, communications, and outreach efforts of Best Beginnings – a public-private partnership that mobilizes people and resources statewide to ensure all Alaska children begin kindergarten ready to succeed.**

This position is full-time, exempt, grant-funded, and based in Anchorage. Open until filled.

#### **Responsibilities**

- Lead and promote ethical, donor-centric, best-practices development efforts.
- Advise and confer with executive director to establish direction and priorities for successful annual and long-term fund development, communications, and outreach, and implement the plans.
- Support the work of board members and other donors/volunteers to cultivate mutually satisfying relationships with current and prospective individual, corporate, and foundation donors.
- Contribute to overall strategies for accomplishing Best Beginnings' goals.

#### **Duties**

- Develop annual and long-term development plans, in partnership with the executive director and Development Committee.
- Design annual, end-of-year, and special appeals and donor-focused events, and engage board members and others in conducting them.
- Develop donor communications and recognition plans, and lead their implementation.
- Research and write corporate and foundation funding proposals; lead work to cultivate relationships with corporate and foundation representatives; and ensure timely grant reporting and communications.
- Manage donor database, using DonorSnap fundraising software (ongoing online training and technical support available); and maintain development program files.
- In partnership with the executive director, responsible for development and day-to-day oversight of communications, PR, and outreach efforts, including website, electronic communications, social media, materials distribution, and maintain files.
- In partnership with the executive director, responsible for creative direction of marketing, PR, and advertising efforts, including maintaining Best Beginnings' brand identity and growing brand recognition.
- Other duties as required.

## **Qualifications**

### Education/Work Experience

- Bachelor's degree and five (5) years experience in development and marketing
- Education and/or experience in early childhood a plus
- Experience with Internet-based research and database management

### Professional Certifications/Licensing

- Valid Alaska Driver's License required
- Certified Fund Raising Executive (CFRE) a plus

### Skills and Abilities

- Enthusiastic about Best Beginnings' mission
- Eager to explore new ideas
- Ability to work both independently and as a team member
- Ability to manage multiple tasks, projects, and events
- Ability to meet deadlines, and work under pressure
- Ability to communicate effectively with donors and volunteers, and community, corporate, and foundation leaders
- Ability to interpret and communicate statistical and financial data.
- Proficient with MS Office applications and WordPress
- Knowledge and appreciation of Alaska's cultural, geographic, and economic diversity

### Travel

- Access to a reliable insured automobile to be used for work-related travel in the Anchorage area
- Limited travel within Alaska may be required.

## **Benefits**

Paid holidays, paid time off (PTO), flexible schedule

## **Compensation**

\$60,000-75,000 per year, 40 hours per week

## **To Apply**

Please email (with *Communications/Development Director* in the subject line), fax, or mail a letter of interest, resume, a writing sample relevant to the position, and names, addresses, and telephone numbers of two professional references to:

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