

## **Part-time Development Coordinator**

**Organization:** Kids These Days! and Content Producers Guild

**Date Posted:** January 25, 2012

### **Job Description**

#### ***Purpose***

Kids These Days! (KTD) is a weekly, award-winning public affairs radio program airing throughout Alaska and online at a daily-updated website - [KidsTheseDays.org](http://KidsTheseDays.org). This radio program/website is a production of the non-profit, Content Producers Guild (CPG), an independent media production company.

KTD/CPG has an immediate need for a temporary, part-time (10 hours/week) Development Coordinator to research, identify, and develop relationships with potential funders and assist in applying for funding for the program/website.

#### ***Location***

The team at KTD all work independently from the Anchorage area and this position would do the same working from a home office. The development director will provide the producers with weekly updates on his/her work and meet with the KTD producer every other week.

#### ***Duration***

This position is for 5-6 months, and depending on successful fundraising, this position could become permanent.

#### ***Responsibilities***

Represent KTD/CPG in the community in a professional and appropriate manner by phone, email or in person and attend meetings with one or more of the show's producers to present funding needs to potential funders. Maintain a fundraising database and communicate with KTD producers about funding opportunities. The Development Coordinator should know the major funders in Alaska and relevant national funders and, if possible, already have relationships with some potential funding sources.

1. Create, implement, and manage a development strategy in coordination with the Kids These Days (KTD) producers and Content Producers Guild (CPG) board members.
2. Design and lead systematic efforts to identify, solicit, steward and maintain individual, corporate and foundation funders in coordination with KTD producers and CPG board members.
3. Draft and organize materials necessary for submitting grant proposals.
4. Maintain fundraising database.
5. Cultivate and nurture funding prospects while accurately representing the programmatic elements of the organization's work.
6. Prepare briefing memos and other informational materials to keep KTD producers and CPG board apprised of development work each week.
7. Complete special projects as assigned.

### ***Preferred Experience***

- Bachelor degree or higher.
- Experience in a nonprofit, association, or similar organization; experience with fundraising/development required.
- Familiarity with foundations within Alaska, and national foundations that fund media/education/community engagement projects.
- Exceptional written communications skills and attention to detail. Ability to appropriately and professionally represent KTD/CPG's goals, needs and vision.
- Demonstrated organizational skills; ability to manage multiple projects and move quickly from one to another while maintaining thorough records.
- Ability to draft correspondence and proofread documents.
- Thoroughness, timeliness and an ability to meet deadlines.
- The ability work harmoniously with others, give and receive feedback graciously and to have difficult conversations when needed to advance the work.
- Ability to maintain professionalism and confidentiality in all situations.

**Compensation**

Competitive, based on experience.

**Contact**

Please carefully review the job duties and preferred experience, then submit a cover letter and resume to Sarah Gonzales, *Kids These Days!* Producer - [sarah@kidsthesedays.org](mailto:sarah@kidsthesedays.org).