



a project of  
newventurefund

## Position Description

**Position Title:** Program Coordinator

**Location:** Alaska

**Reports to:** Program and Operations Manager

**Status:** Full time, Exempt

**Salary:** \$45,000/yr – \$55,000/yr

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### Position Summary

The Alaska Venture Fund (AVF), a project of the New Venture Fund, seeks a motivated, detail-oriented individual to serve as a Program Coordinator to increase AVF's impact in building a more sustainable future for Alaska. The Program Coordinator will generally support the AVF operations team in ensuring the smooth and efficient functioning of core operating functions. The Program Coordinate will also support successful relationships with our donors, funders and grantors, and grantees by managing all processes supporting both grantmaking and fundraising activities and assisting project leads in these activities.

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### Responsibilities and Tasks

#### Assist with Management of AVF's Supporting and Programmatic Grants

- Work with the operations team to improve and implement the AVF grant tracking process across all of our grants and funding sources;
- Ensure all documentation for grants and funding received by AVF is received by operations team and is tracked regularly through our grant tracking process;
- Prepare periodic reports to project managers and partners on upcoming grant submission, reporting, and closeout deadlines;
- Monitor timelines and reporting deadlines and provide timely reminders and support to project managers and leadership for successful reporting;
- Assist with grant proposals as requested.

#### Support Effective Donor Cultivation and Stewardship

- Day-to-day responsibility for donor data tracking through our donor management platform and other internal systems, in support of project managers;
- Develop and manage a schedule of stewardship outreach for funders, donors, and prospects that supports effective donor and funder cultivation and stewardship;
- Track donor and funder cultivation and assist project managers and partners with regular, timely outreach according to our donor stewardship standards.

- Coordinate with communications team to ensure alignment between donor communications and AVF programs;
- Assist the operations team with regular reporting to AVF leadership on the status of relationship cultivation for key donors, funders, and prospects.

#### Support AVF's Programs and Programmatic Grantmaking

- Support project managers on specific project needs;
- Assist with the development, monitoring, and closeout of AVF's grants;
- Serve as a point of contact for grantees regarding reporting and deadlines requirements, to support their success;
- Connect grantees with program managers and other AVF staff as needed.

#### Contribute to Organizational Effectiveness

- Participate in organizing team retreats, planning sessions, and other events as requested;
- Participate in design and implementation of internal systems and processes;
- Assist with day-to-day administrative support, team logistics and internal communications;
- Other duties as assigned.

#### **Requirements**

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- Bachelor's degree required or equivalent work experience;
- Experience working in tribal, social justice, arts and culture, philanthropy, conservation and/or education entities in Alaska;
- Demonstrated experience with a range of software programs, such as Microsoft Word and Excel and Google equivalents; project coordination tools such as Trello, Basecamp, or Asana; and donor management tools;
- Professional experience handling components of grantmaking processes and interacting with grantees;
- Excellent time-management and project planning skills;
- Ability to manage multiple, often-conflicting deadlines; establish and negotiate timelines; and ensure timely delivery of high-quality work;
- Comfort in supporting a fast-paced team, including developing shared plans and coordinating external and internal communications;
- Ability to establish and maintain collegial and effective working relationships with colleagues, grantees, community leaders and community members of diverse

- backgrounds and perspectives, and demonstrated experience and ability working with Alaska Native communities and residents of remote rural villages in Alaska;
- Creativity, flexibility, sound judgment, and ability to take initiative and work independently as well as a part of a team;
  - Ability to work in a self-directed manner yet in a collaborative style;
  - Understanding of the power differential in the funder-grantee relationship and ability to handle relationships with humility, respect and an interest in learning;
  - A team player who can add value to the team beyond his/her area of expertise;
  - A strong sense of passion, purpose, and humor.

### **Overview of Alaska Venture Fund**

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The Alaska Venture Fund (AVF) is a philanthropic fund dedicated to a sustainable future for Alaska and all Alaskans. AVF invests in projects that protect the integrity of our lands and waters, recognize and restore the power of Alaska Native peoples, expand our jobs and sustainable economic opportunities in renewable resources, and sustain the health and wellbeing of Alaskans and our children to come. Through our Ventures platform, we find, develop and support promising ventures—novel partnerships, unexpected coalitions, for-benefit enterprises, and results-based organizations that are transforming the future for Alaska. Through our Donor Advising platform, we advise and counsel visionary donors and connect them with the best talent in Alaska—Alaskans who share their commitment to change the world. We are experimental in nature and approach our work with innovative thinking.

### **How to Apply**

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To apply, please e-mail your resume and cover letter addressing your qualifications to [erin.harrington@alaskaventure.org](mailto:erin.harrington@alaskaventure.org). Applications will be reviewed on a rolling basis.

### **Hiring Statement**

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Alaska Venture Fund is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NVF's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.