



Position Title: Communications Specialist

Reporting to: Communications Director

Hours: Full-time | **FLSA Status:** Exempt

Location: Remote position – however, applicants should be based in Alaska and be willing to attend occasional in-person events.

Salary: \$60,000 - \$75,000 DOE

Alaska Venture Fund believes that by embracing Indigenous principles, choosing sustainable strategies, and investing in new economies, Alaska can become the blueprint for a more just and prosperous future. We are currently seeking an experienced Communications Specialist to join our team and help us advance this vision.

Alaska Venture Fund views communication as central to our organization’s effectiveness and our ability to elevate the work of impactful Alaskans. Our communications team is responsible for championing the potential of Alaska to the philanthropic community, amplifying locally-led social-change and sustainability ventures, and increasing Alaska Venture Fund’s visibility. As part of the team, the Communications Specialist will develop and distribute content that drives engagement and inspires support, manage our organization’s digital channels, and provide writing and copyediting assistance.

This role is a fantastic opportunity for an experienced communications professional who is passionate about sustainability and equity, and wants to work in an innovative nonprofit supporting community-led transformation in Alaska.

Responsibilities:

- Support the execution of Alaska Venture Fund’s strategic communications plan.
- Write and copyedit content for a wide range of communications channels (e.g. social, newsletter, impact stories, website copy, email campaigns).
- Produce email campaigns, including our regular e-newsletter and the promotion of AVF events.
- Work with the Communications Director to develop editorial calendars. Implement these content calendars across several platforms to share a cohesive and compelling story for our audiences.
- Manage Alaska Venture Fund’s social media channels and communities, particularly on LinkedIn.
- Stay abreast of news, publications and public dialogue on projects and movements at the intersection of Indigenous sovereignty and wellbeing, climate and healthy natural systems, civic engagement and democracy, and sustainable and prosperous communities in Alaska, and incorporate these into our communications work.
- Support AVF’s development efforts by creating branded materials and resources, including basic design and layout of marketing materials and photo editing.
- Actively work with the AVF team and partners on messaging, brand, story development, and communications tools and platforms.
- Support Alaska Venture Fund colleagues with communications and marketing tasks as needed.

Requirements:

- Two or more years in a marketing and communications focused position.
- Exceptional copywriting, editing, and oral communication skills.
- Excellent project management skills and experience managing contractors.
- Experience managing and updating websites, preferably on WordPress and/or WIX.
- Proven success managing social media channels for an organization.
- Experience creating high-quality branded content using Canva or Adobe Suite.
- Possess a nuanced understanding of Alaska—its peoples, issues, and values.
- Commitment to the principles of diversity, equity, and inclusion, and an awareness of these issues within the Alaskan context.
- Strong alignment with Alaska Venture Fund’s values and a commitment to building a more sustainable future for all Alaskans.

Attributes:

- Confident creative writer with experience preparing and publishing content digitally.
- An eye for captivating storytelling, good design, and persuasive messaging.
- Well-motivated, flexible, organized, with strong attention to detail.
- Strong time management skills.
- Comfortable working within brand voice and identity guidelines.
- Comfortable with collaborative technology and working as part of a remote team.
- Knowledge of Adobe Creative Suite (InDesign, Photoshop, Illustrator) is an asset.

About Us

Alaska Venture Fund is a philanthropic partner and social-change incubator building a more sustainable future for Alaska and beyond. Together with our partners, we pursue bold ideas, building new models of collaboration and collective action to create lasting change. We believe that by embracing Indigenous principles, choosing sustainable strategies, and investing in new economies, Alaska can become the blueprint for a more just and prosperous future. For more information, please visit alaskaventure.org.

Benefits

Alaska Venture Fund offers an exceptional and comprehensive benefits package that includes employer-paid health, dental, and vision insurance, 3% automatic contribution and a 3% match on 401k contributions, pre-tax transportation benefits, and paid holidays, vacation, sick, and volunteer time off.

How to Apply

To begin the application process, please send your resume, an example of your writing, and a cover letter along with the names of two references to info@alaskaventure.org using the subject line: “Name of Applicant - Communications Specialist” The first round of applications will be reviewed on 05/31/22. Applications will be accepted until the position is filled.

Hiring Statement

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.

To center the safety and well-being of its employees, New Venture Fund requires that any employee who is required to conduct in-person activities for their job must be fully vaccinated against COVID-19 within four weeks of their start date. This position may require candidates to be fully vaccinated against COVID-19. Accommodations may be sought and approved in accordance with the law by contacting human resources at hr@newventurefund.org.

Effective: 05/11/2022