



Alaska Venture Fund
721 Depot Drive
Anchorage, AK 99501

alaskaventure.org
info@alaskaventure.org

Position Title: Development and Operations Coordinator

Location: Anchorage or Juneau, Alaska

Reports to: Program Manager

Status: Full time, Exempt

Salary: \$45,000-\$52,000, DOE

Position Summary

The Alaska Venture Fund (AVF), a project of the New Venture Fund, seeks a motivated, detail oriented individual to serve as a Development and Operations Coordinator to increase AVF's impact in building a more sustainable future for Alaska. The Development and Operations Coordinator will generally support the AVF operations team in ensuring the smooth and efficient functioning of core operating functions. The Development and Operations Coordinator will also support successful relationships with our donors, funders and grantors, and with our grantees.

The person who will thrive in this role is someone for whom being organized feels second nature; who loves getting things done quickly and efficiently, but with a passion for detail and rigor; is eager to jump in to lend a hand on tasks large and small; is a natural problem solver; and who takes pleasure in providing support to a diverse team. This person is curious about all the ways we create impact, but doesn't shy away from the administrative work that is the backbone of an impactful organization. They are curious about the world of philanthropy and want to put their skills to work resourcing impactful projects in Alaska.

Responsibilities and Tasks

Support Effective Donor Cultivation and Stewardship

- Day-to-day responsibility for donor data tracking through our donor and funder 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 communications team with preparation and dissemination of donor communications;
- Assist the operations team with regular reporting to AVF leadership on the status of relationship cultivation for key donors, funders, and prospects;

Assist with Organizational and Donor-Related Events

- Plan events for various AVF projects across Alaska;
- Coordinate smooth logistics for event participants;
- Prepare event budgets and securing quotes and contracts to support events;
- Ensure that event plan and execution is consistent with AVF goals and values; ● Partner with event leaders to develop agendas and offerings that support events' goals; ● Attend and monitor activities to ensure client and partner satisfaction.

Support AVF's Programs and Programmatic Grantmaking

- Support project managers on specific project needs;
- Serve as a point of contact for grantees;
- Connect grantees with program managers and other AVF staff as needed.

Assist with Management of AVF's Supporting and Programmatic Grants

- Support ops team in implementing AVF grant tracking process across all of our grants and funding sources;
- Monitor timelines and reporting deadlines and provide timely reminders and support to project managers and leadership for successful reporting; ● Assist with tasks for grant proposals as requested.

Contribute to Organizational Effectiveness

- Organize team retreats, planning sessions, and other events as requested;
- Provide day-to-day administrative support, team logistics and internal communications;
 - Other duties as assigned.

Requirements

- 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;
- 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;
- Attending and monitoring activities to ensure client satisfaction;
- 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

Alaska Venture Fund is a philanthropic partner and social-change incubator building a more sustainable future for Alaska and beyond. We do this by bringing together innovators, expertise and resources, to drive change, honor Indigenous knowledge, and develop lasting ways to prosper.

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.

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 – “Development and Operations Coordinator” The first round of applications will be reviewed on April 30th. Applications will be accepted until the position is filled.

COVID-19 Policy

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: 04/15/23

