



KENAI MOUNTAINS – TURNAGAIN ARM NATIONAL HERITAGE AREA

KMTA NHA Development Manager Position

Position Title: Development Manager

Reports to: Executive Director

Status: Employee, ~30 hrs/wk

Compensation: \$27/hr

Benefits: 6 paid holidays, paid-time off, Simple IRA with 3% company match, and a technology equipment stipend.

Location: Remote-based (work from home) role; preference for applicants who live *in or near* one of the Heritage Area communities of Girdwood, Seward, Whittier, Hope, Cooper Landing, or Moose Pass.

About KMTA NHA

The Kenai Mountains-Turnagain Arm National Heritage Area (KMTA) encompasses a distinctive landscape of mountains, lakes, rivers, glaciers, and fjords and is Alaska's only National Heritage Area. Designated in 2009, the Heritage Area is comprised of road, rail, and trail corridors from Seward to Bird, AK and includes the communities of Girdwood, Portage, Whittier, Hope, Cooper Landing, and Moose Pass.

KMTA's mission is to recognize, preserve, and interpret the historic, scenic, natural resources, and cultural landscape of the historic transportation corridor through the Kenai Mountains and along Turnagain Arm. One of the ways we do this is by awarding grants to mission-aligned community projects throughout our area. As our organization embarks on a new phase of growth, we are seeking a Development Manager to help build and diversify funding for KMTA while ensuring continued support of our own grantees.

The goal of this position is to strengthen the operations of our existing Community Grants Program, and help identify, secure, and retain new sources of funding that will help us reach our organizational goals.

Job Summary

KMTA's Development Manager will focus on two primary objectives: 1) leading the administration of our Community Based Grants Program, and 2) supporting the cultivation of new donors to advance our impact. For our Grants Program, this includes preparing and maintaining all grant documents and records, promoting the program within the NHA communities, facilitating the evaluation and scoring of grant applications, issuing grant agreements, checking-in routinely with grant recipients, and managing grant reporting and reimbursement after projects are complete. As it relates to broader fundraising support, you will be responsible for helping create and manage our prospect pipeline, drafting and designing a variety of high-quality donor communications, crafting strategic meeting prep materials, and managing data inputs/outputs to track progress to goals.

This is a year-round, hourly position with an anticipated average of 20-30 hours/week. The scope and salary of this role will be reviewed at least annually, and has potential to increase in hours depending on need and available funding.

The Development Manager will primarily work from home, although travel to meetings and events throughout the Heritage Area will occasionally be required. Occasional weekend and evening work may also be required.

Job Duties/Responsibilities

Grant Administration

- Administer the KMTA Grant Program in compliance with 2CFR200 Uniform Administrative Requirements
- Prepare & update all grant application documents and reporting requirements
- Manage annual grant application and evaluation process in collaboration with board members and staff
- Perform risk assessments and implement monitoring component as needed
- Prepare new grant agreements, reimbursement requests, and change requests (i.e. in scope, budget) from grantees
- Check-in routinely (min every quarter) with grant recipients on project status
- Assist Executive Director with grant program budget and board packet prep
- Assist grantees with application questions and reporting requirements as needed
- Strategically develop and improve grant program(s)

Outreach/Education to NHA Communities:

- Promote KMTA's grant program among historical societies, museums, schools and other local groups
- Connect with stakeholders and foster relationships in KMTA NHA communities

Fundraising and Development:

- Work closely with the Executive Director to create a strong prospect pipeline, including: identifying, qualifying, prioritizing, finding connections to, and creating strategies to move on new prospective donors
- Help design and maintain a prospect management strategy and system
- Draft high-quality, strategic prospect/donor communications that meet cultivation, solicitation, and stewardship objectives. This could include (but would not be limited to): pitch decks, partnership proposals, formal grant applications, emails, letters, follow up correspondence, program overview updates, acknowledgements, formal reports, and other materials as necessary
- Conduct research to identify new grant funding opportunities
- Help plan and coordinate fundraising events and campaigns
- Provide strategic support for meeting preparation, including drafting meeting prep materials
- Build relationships with key stakeholders, connecting them to our work and inspiring deeper connection & investment

Data Management and Analysis:

- Ensure 100% compliance in data quality and tracking
- Collaborate with the Executive Director to track progress to goals and key performance indicators
- Update and maintain accurate grant information on KMTA's website, including an updated webinar recording on grant applications and reimbursement processes

Qualifications

- Excellent interpersonal and communication skills (written and verbal)
- Talent for translating complex work into clear and compelling language suitable for diverse audiences
- Outstanding attention to detail and accuracy—commitment to creating work products that are thorough, complete, grammatically correct, and polished
- Exceptional organizational skills, high level of efficiency, and ability to manage operations with precision
- Ability to conduct analysis and develop and execute project plans
- Strong skills in Microsoft Word, Excel, PowerPoint, Teleconference software (e.g. Zoom); general comfort with learning/working with multiple technology platforms (experience with CRM programs a plus)
- Positive attitude, a learning orientation, and a can-do approach to problem solving
- Personable and able to build rapport and trust with others
- A deep appreciation for the Heritage Area
- Bachelor's degree preferred, but significant related work experience may be accepted in lieu of degree

Nice to Haves:

- Experience writing grant reports and proposals
- Knowledge of professional fundraising systems, processes, and best practices
- Knowledge/understanding of 2CFR200 Uniform Administrative Requirements for pass-thru entities of federal funding

Other Requirements:

- Must be able to attend occasional evening or weekend events
- The employee must occasionally lift and/or move up to 25 pounds
- Must have reliable transportation, valid driver's license and auto insurance
- Travel throughout the heritage area corridor is required, including occasional overnight travel

How to Apply:

Please send cover letter and resume via e-mail with the subject line "Development Manager Position_Your Name" to: Rachel Blakeslee, Executive Director, rachelblakeslee@kmtacorridor.org

All submissions must be received by EOD on May 17th, 2022.