



KENAI MOUNTAINS – TURNAGAIN ARM NATIONAL HERITAGE AREA

Development Coordinator Position

Position Title: Development Coordinator

Reports to: Executive Director

Status: Non-exempt, 30-40 hours a week

Compensation: \$24-\$30/hour (depending on skill level and experience)

Benefits: 13 paid holidays (includes all federal holidays), tiered PTO accrual rate based on tenure that begins with 3.22 weeks earned per year for new employees, simple IRA with 3% company match, \$1,000 annual technology stipend, flexible parental leave policy, \$1,000 annual wellness reimbursement, and emergency family and medical leave policy.

Location: Remote-based (work from home) role; must live in one of the following communities: Anchorage, Indian, Girdwood, Whittier, Hope, Cooper Landing, Moose Pass, or Seward

About KMTA

KMTA is a nonprofit organization dedicated to connecting people to the lands, stories, and communities of Southcentral Alaska, from the Turnagain Arm to the Eastern Kenai Peninsula. Our work focuses on four core areas: outdoor education, storytelling, recreation access, and stewardship. Through our programs and partnerships, we help people experience and care for the landscapes and living heritage of our region.

We also manage Alaska's only National Heritage Area, a congressionally designated landscape affiliated with the National Park Service. The Kenai Mountains–Turnagain Arm National Heritage Area spans from Beluga Point to Seward and includes public lands, historic trails such as the Iditarod National Historic Trail, and the communities along this popular transportation corridor.

Our organization is currently in an exciting period of growth and transformation, including a strategic rebrand to Alaska Living Lands. This new name reflects our commitment to strengthening our identity and bringing greater clarity to the work we do. As we enter this next chapter, we are focused on clarifying the distinction between a landscape we steward (the KMTA National Heritage Area) and the organization that stewards it.

Job Summary

We are seeking a Development Coordinator to support and strengthen the fundraising program that sustains our work. This role comes at an exciting moment as we expand programs, deepen partnerships, strengthen our identity, and build a more diversified and sustainable funding base.

Working closely with the Executive Director, the Development Coordinator will support day-to-day fundraising efforts through research, writing, data tracking, preparation of materials, and collaboration across our team and partners. This role is a great fit for someone who is highly organized, detail-oriented, and takes pride in producing thoughtful, well-crafted work, while also enjoying building relationships and connecting with people along the way.

We're especially excited to find someone who is curious, proactive, and eager to learn. Whether you're early in your career or making a transition into nonprofit work, this position offers an opportunity to build meaningful skills in fundraising while contributing to a dynamic, mission-driven organization

The Development Coordinator will primarily work from home, although travel to meetings and events throughout and occasionally outside of Alaska may be required. Occasional evening and weekend work may also be required.

Job Duties/Responsibilities

Donor Stewardship and Communications

- Draft and send customized donor acknowledgements, thank you notes, and receipts in a timely manner
- Support donor outreach, engagement, and follow up
- Update and maintain communications templates, donation page language, and standard messaging as needed
- Assist with the creation of donor-facing materials and communications
- Coordinate with contracted marketing team to provide timely content, updates, and program information needed to develop donor and fundraising collateral

Development Operations and Data Management

- Track donations, grant activity, deadlines, and engagement touchpoints across multiple internal systems
- Support data entry, cleanup, reporting, and dashboard tracking
- Maintain accurate donor and fundraising records in CRM (Salesforce)
- Organize and maintain documentation, notes, and all relevant files within internal file storage system (Box)

Grant Writing Support

- Assist with drafting, editing, and proofreading grant proposals and reports
- Gather and organize program data, budgets, and metrics needed for submissions
- Support tracking of grant deadlines and reporting requirements

Prospect Research and Pipeline Support

- Conduct research to identify prospective donors, funding opportunities, and sponsors
- Build and maintain prospect lists, profiles, and research briefs to support cultivation efforts
- Track and organize prospective funders and progress towards revenue goals in development pipeline
- Support preparation of materials for prospective donor meetings and outreach

Campaigns and Events

- Assist with coordination and execution of fundraising campaigns and sponsorship efforts
- Support event logistics, preparation, and follow up
- Track campaign and event performance, participation, and outcomes

Qualifications

- Strong attention to detail and commitment to producing accurate, high-quality work
- Excellent writing, editing, and proofreading skills
- Strong organizational and time management skills, with the ability to manage multiple tasks and deadlines
- Comfort working with spreadsheets, tracking systems, and data
- Strong communication and interpersonal skills, with an interest in building relationships with donors, partners, and team members (professional with a sense of humor a plus!)
- Ability to work independently as well as with a small, collaborative team
- Must be able to attend occasional evening or weekend events, including supporting our annual recreation events
- Able to occasionally lift and/or move up to 25 pounds
- Must have reliable personal transportation, valid driver's license and auto insurance
- Travel throughout the heritage corridor and nearby areas is required (Anchorage to Seward), including occasional overnight travel

How to Apply:

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

Priority given to submissions received by EOD on April 9, 2026