



KENAI MOUNTAINS – TURNAGAIN ARM NATIONAL HERITAGE AREA

Development Manager Position

Position Title: Development Manager

Reports to: Executive Director

Status: Full time, exempt, 40 hours a week

Compensation: \$60,000- \$65,000 annual salary

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 environmental stewardship. Through these programs and the partnerships that support our work, 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 organizational 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 Manager to help grow and strengthen the fundraising program that supports our work. This role comes at an important 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 Manager will help implement the organization's fundraising strategy across multiple revenue streams. The role will take primary responsibility for managing our grant pipeline, conducting prospect research, maintaining development systems, and producing high-quality proposals and donor communications.

The Development Manager will also support donor cultivation, targeted fundraising campaigns, and sponsorship development in partnership with the Executive Director. This position is ideal for a development professional who enjoys both strategy and execution and is excited to help build a dynamic fundraising program supporting place-based work across Southcentral Alaska.

This is a year-round, full-time salaried position. The Development Manager will primarily work from home, although travel to meetings and events throughout within and outside of Alaska will occasionally be required. Occasional weekend and evening work may also be required.

Job Duties/Responsibilities

Fundraising Strategy and Pipeline Development

- Work with the Executive Director to create and implement an annual fundraising strategy
- Conduct ongoing prospect research to identify new funding opportunities and strategic connections to prospective donors and partners
- Help develop and implement cultivation strategies that move prospective donors and funders through the engagement pipeline
- Build and maintain a strong prospect pipeline by identifying, qualifying, prioritizing, and tracking potential funders across foundations, corporations, government sources, sponsors, and individuals
- Prepare prospect meeting briefings, slide decks, prospect profiles, targeted outreach communication, and other relevant materials to support cultivation efforts
- Monitor progress toward fundraising goals and help identify opportunities to strengthen or expand relationships

Grant Writing and Reporting

- Research, write, and submit grant proposals, letters of inquiry, and funding requests aligned with organizational programs, priorities, and mission
- Coordinate with staff to gather program information, budgets, and metrics needed for proposals and reports
- Manage the full grant lifecycle, including prospect identification, tracking, submission timelines, award documentation, and reporting requirements
- Draft clear and compelling applications, reports, and updates that communicate relevant impact and outcomes

Donor Stewardship and Fundraising Campaigns

- Help create and grow a strong individual giving program that cultivates lasting relationships with supporters
- Draft high-quality donor communications that support cultivation, solicitation, and stewardship efforts
- Assist with development and execution of targeted fundraising campaigns and strategic giving initiatives
- Help plan and coordinate fundraising events and sponsorship opportunities tied to the organization's annual recreation races and direct programming
- Collaborate with our contracted marketing team to develop donor engagement materials, campaign messaging, and fundraising collateral
- Support donor cultivation and stewardship activities including preparation for donor meetings, tax acknowledgement and donor recognition efforts, and relationship management

Development Operations and Systems

- Maintain accurate and organized development systems, including our CRM (Salesforce) and internal databases
- Manage and update key tracking tools, including the prospect research hub, fundraising progress-to-goal tracker, and donor engagement activity records
- Create and maintain an annual development calendar outlining cultivation, solicitation, stewardship, and campaign activities throughout the year
- Track key deadlines, commitments, communication cadence, and milestones to ensure timely engagement
- Generate regular development reports to support fundraising planning and decision-making
- Ensure development data is well organized, up to date, and accessible to support development efforts

Qualifications

Required:

- 3-5 years of experience in nonprofit fundraising, development, grant writing, or related roles
- Demonstrated success conducting prospect research, writing grant proposals, and securing funding
- Strong writing and storytelling skills with the ability to translate complex work into compelling communications for diverse audiences
- Strong organizational and project management skills with the ability to manage multiple priorities and deadlines
- Outstanding attention to detail and accuracy; commitment to creating work products that are thorough, complete, grammatically correct, and polished
- Excellent interpersonal skills and ability to build relationships with donors, partners, teammates, and communities
- Ability to work independently while collaborating with a small, mission-driven team

Preferred:

- Experience working with donor databases and CRM platforms (Salesforce preferred)
- Experience supporting and growing individual giving programs and fundraising campaigns
- Experience developing corporate partnerships and business sponsorships
- Familiarity and deep appreciation for the communities in Southcentral Alaska where we operate
- Passion for one or more of our focus areas: outdoor education, recreation, storytelling, and stewardship
- Strong skills in Microsoft Word, Excel, PowerPoint, Teleconference software (e.g. Zoom); general comfort with learning/working with multiple technology platforms
- Bachelor's degree preferred, but significant related work experience may be accepted in lieu of degree

Other Requirements:

- 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 Manager Position_Your Name" to: Rachel Blakeslee, Executive Director, rachelblakeslee@kmtacorridor.org

Priority given to submissions received by EOD on March 30th, 2026