



**Development Director
Anchorage Economic Development Corporation (Anchorage, AK)**

The Anchorage Economic Development Corporation (AEDC), a private 501(c) 6 nonprofit organization, is seeking to engage a dynamic, experienced business professional to serve as the Development Director for the organization.

Salary Range: \$60,000+ DOE, Medical/Dental/Vision, STD/LTP/Life, three weeks PTO, ten paid holidays, 3% match Simple Plan.

General Purpose:

The Development Director is responsible for all AEDC revenue and events functions including fundraising, investor relations, events management and coordination of support for these efforts by AEDC staff and the Board of Directors. A successful candidate for this position will generate the following results:

1. A stable membership base with no more than 5 percent net loss annually of existing members and membership revenues
2. Steady annual growth in new members that adds additional memberships that achieves or exceeds targeted annual membership net revenue growth goals
3. Sponsorship commitments for AEDC events and initiatives that achieves or exceeds targeted revenue goals

Essential Functions

Reporting to the President and CEO, and in collaboration with the AEDC staff and Board of Directors, this important member of the AEDC team will be tasked with:

- Directing the coordination of membership recruitment and retention programs and policies
- Planning and executing a variety of events, including the two annual luncheons
- Working closely with President & CEO, AEDC staff and the AEDC Board of Directors in developing strategies for the annual fundraising including:
 - Corporate memberships, sponsorships and in-kind support
 - Sponsored events including AEDC's premier January and July luncheons
- Researching potential new member companies and organizations
- Working with President & CEO, Board of Directors Chairman and the Investor Relations Committee to directly engage the entire Board membership in actively participating in membership retention and expansion strategies
- Preparing and presenting regular reports to the full board detailing membership and sponsorship efforts
- Staffing the Board of Directors Investor Relations committee: Scheduling, agendas, minutes
- Coordinating the solicitation of all contributions and sponsorships between different projects and departments
- Participating in the organization's annual planning, goal setting and budgeting process
- Developing external alliances and collaborations to achieve fundraising goals
- Directing Staff efforts to develop and improve systems and procedures that track the cultivation and acknowledgement of renewed memberships, new memberships, sponsorships and the management of prospect research
- Working with the Communications department to develop appeal letters, informational materials and other donor communications



- Generating invoices for all memberships and sponsorships and coordinates collection of outstanding A/R
- Administers the customer relationship management software
- Managing development and events staffing including interns and volunteers
- Other duties as assigned

Minimum Requirements

Applicant must possess excellent organizational skills, oral communication, writing skills and project management skills;

Has a solid working knowledge of Microsoft Office applications including Word, Excel, and Outlook and PowerPoint;

QuickBooks experience strongly preferred

B.A. in Communications, Marketing, Business, or related field preferred;

2-4 years' experience in fundraising, large-scale event planning, nonprofit management, communications, marketing, public relations a plus.

About the Anchorage Economic Development Corporation (AEDC)

AEDC is a private nonprofit 501(c)6 organization formed in 1989 as a public-private partnership between local business and governmental institutions. It is governed by a Board of Directors whose 31 voting members are appointed from AEDC's 200+ private sector member companies. Twenty-one non-voting board members are appointed from the Municipality of Anchorage, the State of Alaska and local partner organizations.

AEDC exists to grow a prosperous, sustainable & diverse economy for Anchorage. Our vision is that by 2025, Anchorage will be the #1 city in America to live, work and play. From our history to date and from the commitments that we all share now about the future, we have defined the values that should guide all of our activities and staff in the years to come. These are our core values:

- **Integrity:** Being transparent and ethical in all our dealings
- **Credibility:** Demonstrating competency and expertise in everything that we do
- **Proactive:** Creating opportunities through innovative actions
- **Collaborative:** Leveraging our strengths with the strengths of others
- **Sustainability:** Assuring our success by engaging the right people, the right partnerships and securing needed resources to accomplish our Vision and Purpose

Other Requirements:

Valid Driver's License

If chosen to be interviewed, must be able to provide (3) three writing samples and (3) examples from past work experiences related to position being applied for.

Must be capable of lifting 50 pounds without assistance.

Must pass a background check.

To apply for this position:

Submit a letter of interest and resume to Allison Meyers at ameyers@aedcweb.com