



JOB DESCRIPTION

Position Title: Jessica Stevens Community Foundation Program Manager

Reports To: ACF Affiliate Program Officer and JSCF Advisory Board

Position Type: Part-time

About the Jessica Stevens Community Foundation

The Jessica Stevens Community Foundation (JSCF) is one of nine geographic Affiliates that are part of the Affiliate Program at The Alaska Community Foundation (ACF). These nine Affiliates stretch across the state, collectively increasing the impact of our combined efforts to grow philanthropy among Alaskans as well as permanent endowments in communities to sustain local nonprofits. The JSCF Advisory Board encourages our community to invest in ourselves to build stronger and more vibrant lives for our residents in the northern Susitna Valley, while focusing on community issues so we can invest in solutions and grow permanent charitable assets.

About The Alaska Community Foundation

The Alaska Community Foundation (ACF) is a nonprofit, philanthropic institution with a mission to transform gifts from Alaskans into extraordinary contributions for our state's future. As a statewide community foundation, ACF works with individual donors, families, nonprofits, communities and corporations across Alaska to increase philanthropy and to connect people who care with causes they care about. ACF was established in 1995 and currently manages more than \$78 million in assets. Since its inception ACF has awarded more than \$50 million in grants in Alaska.

ACF manages more than 370 philanthropic funds that have been invested at ACF by donors from across the state. These endowed and non-endowed funds span a broad range of interests including education, food and shelter, pets, workforce development, suicide prevention, the arts, the environment, community-based needs and support for specific nonprofit organizations. The Affiliate Program is at the heart of ACF and core to its mission. Through the Affiliate Program, ACF currently supports nine communities across Alaska to build localized philanthropy, with a goal of growing the program to 15 communities in the next four years.



Position Summary:

Since its founding in 2008, the JSCF raises funds for a community endowment to perpetually support local nonprofit groups' efforts to build healthy communities in the northern Susitna Valley. JSCF seeks to encourage compassionate health care, innovative education, active enjoyment of the natural environment, and community enrichment through the arts and cultural expression.

We are seeking to hire a Program Manager to support the ongoing work of JSCF. This is a part-time position that reports to the JSCF Advisory Board and to ACF's Affiliate Program Officer.

The JSCF Program Manager provides administrative and strategic support to the Advisory Board. She/he fills a critical role in supporting the operational needs, marketing and communications, and strategic initiatives of JSCF.

Essential Functions/Roles & Responsibilities (including but not limited to):

1. Provides support for the planning and execution of Advisory Board meetings (i.e. agendas, meeting minutes, and scheduling). Attend monthly meetings.
2. Oversees the marketing and communications needs of JSCF (i.e. create newsletters, thank you cards, Power Point presentations, printing support, PR). Manage web and social media platforms for JSCF, manage and organize documents, and maintain photo catalogue.
3. Work with Advisors on archiving materials relevant to JSCF, and capture historical data.
4. Provide support for donor relations and donor stewardship for JSCF.
5. Provide database management for JSCF, and maintain grant and donor lists.
6. Oversee the annual planning process and work with the Advisory Board members in scheduling meetings and events. Track JSCF's monthly cycle of activities.
7. Provide technical assistance to grantees and applicants.
8. Seek grant and collaboration opportunities between JSCF and other organizations.
9. Participate in the annual Affiliate Convening and participation in Affiliate training opportunities in partnership with ACF. Participate in planning sessions and community events.



Knowledge/Skills/Competencies:

1. Passion for the work of the nonprofit sector and personal commitment to philanthropy, and the work of JSCF.
2. Detail oriented with strong organizational skills.
3. Ability to prioritize, multi-task, and meet deadlines.
4. Ability to take initiative, work independently, and work as a member of a team.

Position Qualifications

1. Undergraduate Degree or equivalent experience.
2. Two (2) years of experience of organizational support experience.
3. Proficient in Microsoft Office.
4. Strong verbal and written communication skills.
5. Ability to recognize and vet opportunities as they arise and prioritize key strategic decisions as necessary.
6. Strong networking and interpersonal skills.
7. Demonstrated qualities of integrity, loyalty, discretion and self-motivation.
8. Ability to maintain strict confidentiality.

Compensation

This position is 25 hours per month, \$18 to 20 per hour DOE.

Application Procedure

The JSCF Program Manager position is open immediately. Applications will be accepted until Friday, December 30th. Interviews will be scheduled in January 2017.

Please send a cover letter, resume, references, and a writing sample to Mariko Sarafin at: msarafin@alaskacf.org and to JSCF Advisory Board Chair, Chris Mannix at: chris@jessicasfoundation.org.

Questions? Please email Mariko Sarafin at: msarafin@alaskacf.org or call: 907-249-6609.