



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

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:** \$65,000+ DOE, plus competitive benefits package to include Medical, Dental, Vision, STD, LTD, Life, FSA, HRA, four weeks PTO, ten paid holidays, 3% SIMPLE Plan match, paid parking and opportunity for bonuses

**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
4. Event management that achieves or exceeds attendee number and ticket sales 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
  - Vendor Coordination and Management
  - Management of ticketing platform and sales
  - Identify, research, solicit silent auction items
  - Working closely with Communications Director on run-of-show and event production
- Working closely with President & CEO and AEDC staff 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 to directly engage all Board Members in actively participating in membership retention and expansion strategies.
- Preparing and submitting quarterly updates detailing membership, sponsorship and events
- Assisting different departments on contributions and sponsorships for special projects
- Participating in the organization's annual planning, goal setting and budgeting process
- Developing external alliances and collaborations to achieve fundraising goals
- Working with the Communications department to develop informational materials and other donor communications
- Generating invoices for all memberships and sponsorships and manages 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, project management, writing and oral communication skills.

Solid working knowledge of Microsoft Office applications including Word, Excel, 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 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 15 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 2030, Anchorage will be the #1 mid-sized 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 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 selected for interview, must be able to provide (3) examples from past work experiences related to position 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:

Darleen Fernandez

dfernandez@aedcweb.com

510 L Street, Suite 603

Anchorage, AK 99501