



ALL ALASKA
PEDIATRIC
PARTNERSHIP

All Alaska Pediatric Partnership Grants and Development Coordinator

Principal Responsibilities: The All Alaska Pediatric Partnership (A2P2) Grants and Development Coordinator has the principal responsibility of supporting the organization's fund development and grants management processes. This position works closely with the A2P2 Director of Administration & Finance and helps plan and carry out A2P2's fundraising, grant applications and the tracking and reporting of activities, including planning and coordination of impact reports, sponsorship opportunities, development-related social media, and donor recognition.

POSITION DETAILS

Reports to: Director of Administration & Finance

Supports: Executive Director, Director of Programs, Director of Administration & Finance, Partnerships Lead, Communications & Training Coordinator, and Help Me Grow Alaska (HMG-AK) Program Manager.

Oversees: N/A

Location: Anchorage office (Hybrid)

FLSA Classification: Exempt; Salary, Full-Time

Compensation: \$65,000 – \$70,000

Benefits: Competitive benefits program includes medical, dental, vision, HSA, generous PTO plan and 11 paid holidays, 403B retirement plan and employee assistance program.

Closing Date: Open until filled. First review of applicants on April 17, 2024. Only applications with a resume and cover letter will be reviewed.

RESPONSIBILITIES

Grants & Development Coordinator Accountability:

Development Duties

1. Support the Director of Administration & Finance with the development and implementation of the organization's Fund Development Plan, increasing brand awareness and revenue to support A2P2's strategic goals.
2. Maintain A2P2's fund development donor and sponsor data in the organization's Salesforce database, in collaboration with A2P2's program staff. This includes routine donor database design, maintenance and customization with guidance from the Director of Administration & Finance.
3. Manage the solicitation and tracking of event sponsorships and assist with occasional event activities as needed.
4. Develop and execute fundraising and donor campaigns from conception through post event follow-up, including researching, creating, and developing campaign timelines, printed and digital donor and brand awareness communications, and other related activities.
5. Lead the implementation of donor recognition and stewardship activities and ensure donor acknowledgements and other correspondence are sent in a timely manner.
6. Support implementation of A2P2's Strategic Communications Plan and sponsor/donor recognition through collateral materials, impact reports and digital media platforms.

Grants Administration Duties

7. Research potential grants and funding opportunities and assist in the vetting of grants applications and other fundraising proposals.
8. Gather required data from Program and Finance staff to assemble and complete grant applications.
9. Support the Director of Administration & Finance with the management of internal grants tracking and reporting systems to ensure grants compliance and support the preparation and submission of all required reporting in accordance with funder timelines.
10. Support the Director of Administration & Finance with management and execution of financial workflow processes for the organization's grants, including working with A2P2's Office Administrator to monitor progress and ensure expenses are appropriately coded.
11. Other related duties as assigned.

ORGANIZATIONAL STANDARDS

1. We are guided by our mission: Transform systems of care and increase equitable access to health care and related services to ensure all Alaska's children reach their full potential.
2. Our mission can be fulfilled only through successful partnership with communities and service providers statewide. We are individually responsible for supporting these collaborative and cooperative relationships.
3. We value systems and procedures and understand the importance of utilizing current procedures consistently so they may be accurately evaluated and continually improved.
4. We are continually improving, seeking innovative ways to achieve our purpose while understanding that the best evolution of systems and processes is iterative and based on data and experience.
5. We are data driven; capturing information, tracking activities, reporting and analyzing data are regular recurring activities.
6. We are Alaska focused – fulfilling our purpose is a statewide effort with a sense of community “close to home.”
7. All client materials and information will be held as *strictly confidential* and will be appropriately secured.
8. Employees are encouraged to recommend ideas for the vision of the organization, innovations and improvements within their department and position that are consistent with our core purpose.

EDUCATION AND EXPERIENCE:

- Bachelor's degree or equivalent experience in public relations, marketing and communications, business administration, fundraising, health care administration, or other related fields.
- A minimum of two years' experience in communication and marketing and/or fund development.
- Proficient in Microsoft Office Suite with the demonstrated ability to learn new software applications.

PREFERRED BUT NOT REQUIRED:

We recognize an ideal candidate may not possess all the experience and knowledge listed in this description. The following are areas in which experience is preferred but not required:

- A minimum of three years' experience in grants-writing and/or grants and budget administration, contracts management, program development and/or planning.
- Experience working with diverse communities and demonstrated understanding of working towards equity and inclusion.
- Experience in marketing communication design.

SKILLS, KNOWLEDGE AND ABILITIES

- Excellent communication and interpersonal skills, both written and verbal, and the ability to effectively present information and respond to questions from all levels and sources.
- Strong motivation and initiation skills, ability to prioritize multiple tasks, excellent organization, and time management skills, with strong attention to detail.
- Demonstrated ability to track workplans and budgets.
- Demonstrated personal and interpersonal qualities that support the mission and core values of the organization.
- Demonstrated ability to develop, lead, and manage projects both independently and as a member of a team.
- Ability to use computer programs and data systems to accomplish tasks, manage schedules, and organize multiple and complex program components.

NOTES

Travel: Travel in and out of state may be required. Some travel to rural locations may occur in small aircraft.

Nature of Employment: Any description of work is a picture of the major responsibilities of a position at a given point in time. Jobs are dynamic and assignments/priorities may change. The primary purpose of this description is to outline and communicate key tasks and expectations for the position. This description does not imply or create a contractual relationship. All Alaska Pediatric Partnership is an at-will employer.

Equal Opportunity: The All Alaska Pediatric Partnership is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, disability, sex, marital status, changes in marital status, pregnancy or parenthood.

HOW TO APPLY

Qualified applicants may send both a cover letter and resume to employment@a2p2.org. The position is open until filled; however, cover letters and resumes will be reviewed on April 17, 2024. Applications submitted without a cover letter will not be considered.