



## **Position Title: Strategic Programs Director**

**Salary Range: \$75,000- \$85,000 DOE/DOQ**

**Schedule: Full-Time | Senior Leadership Position**

**Benefits:** \$19,000 in lieu of benefits, \$1,000 employer retirement contribution\*

The Alaska Club membership

**Status:** Application review begins November 1, to fill position as soon as possible

**Location:** Juneau, Alaska<sup>1</sup>

### **Position Overview**

The Strategic Programs Director is a senior leadership role responsible for helping shape the Foundation's community impact strategies. Working closely with the Executive Director, this position convenes nonprofits, experts, board members, and community partners to identify shared priorities and develop effective grant programs. Those grant programs in turn attract philanthropic donor investment because they produce meaningful community impact.

The position works closely with the Communications Director to strengthen relationships with donors and professional advisors. As part of a small team, the successful candidate must be comfortable operating at both a strategic and operational level. The role includes learning and using the Foundation's database system and managing the administrative processes necessary to implement grant programs and track results.

### **Key Responsibilities**

#### **Community Impact Strategy and Grant Program Development (65%)**

- Lead development and implementation of the Foundation's community impact strategies.
- Identify community need priorities and strategies to address them by engaging nonprofit leaders, community stakeholders, and subject matter experts.
- Maintain awareness of emerging needs, trends, and opportunities that can inform the Foundation's philanthropic strategy.
- Design and manage grant programs and initiatives that address key community needs.
- Identify opportunities to grow philanthropic support through strategic planning.
- Partner with the Executive Director in guiding the Foundation's strategy and community engagement.
- Collaborate closely with the Communications Director and Operations Director to ensure alignment across programs, communications, and operations.

#### **Grant Program Oversight & Improvement (10%)**

- Manage current and future grant programs including community input, application development, processing, review, funding recommendations, and reporting.
- Refine and improve program structures, guidelines, and processes as needed.
- Work with staff, grantees, and partners to ensure programs remain relevant and effective.

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\*Amount is for 2027. This will be reviewed in 2028 to determine health benefit and retirement benefits for all employees.



### **Donor & Fund Advisor Engagement (15%)**

- Increase donor understanding of community priorities, program initiatives, and opportunities for impact.
- Engage and steward potential and existing major donors and Fund Advisors.
- Assist with identifying and cultivating potential legacy donors who may be interested in planned or estate gifts supporting long-term community impact.

### **Administration & Organizational Support (10%)**

- Track and evaluate grant program outcomes and provide insights that inform strategy and donor engagement.
- Work with the Communications Director to communicate the impact of programs and philanthropic investments.
- Learn and use the Foundation's database system, Foundant's CommunitySuite, including establishing new funds, campaigns and obtaining program data.
- Maintain accurate records related to grants, programs, and donor engagement activities.

### **Who We Are Looking For**

The ideal candidate will bring a combination of education, professional experience, and leadership skills that support effective community engagement and strategic grantmaking. A bachelor's degree in nonprofit management, public administration, community development, social sciences, or a related field is preferred, equivalent professional experience will also be considered. Candidates should have approximately five to ten years of relevant experience in philanthropy, nonprofit leadership, community development, public sector work, or a related field, with demonstrated experience designing, managing, or implementing grant programs, community initiatives, or collaborative projects.

Successful candidates will have strong relationship-building and meeting facilitation skills and a demonstrated ability to bring together diverse stakeholders, including nonprofit leaders, community members, subject-matter experts, and donors, to identify shared priorities and develop effective solutions. The role requires strategic thinking and the ability to translate community insight into practical programs that attract and align philanthropic investment.

The successful candidate is a collaborative leader who communicates clearly, builds trust with partners, and navigates community dynamics with professionalism and integrity. Strong organizational skills, good judgment, and the ability to manage multiple initiatives are essential. Experience working with or engaging donors, foundations, or professional advisors is helpful, as is familiarity with nonprofit operations and the regional community served by the Foundation.

To apply, please email your resume, a cover letter, and 2-3 examples of relevant writing samples to [info@juneaucf.org](mailto:info@juneaucf.org). Application review will start November 1 and be accepted until position is filled.