



**Rural Alaska Community Action Program, Inc.**  
**JOB DESCRIPTION**

**Job Title:** Development Specialist      **Class:** Non-Exempt  
**Department:** Communications      **Range:** 13  
**Division:** Administration      **Supervisor:** Development/Communications Manager

**JOB SUMMARY:** Assist in fundraising and communications activities for RurAL CAP projects and programs. Participate in all aspects of fundraising including research, writing, targeted networking, proposal submissions, and events, with a heavy focus on writing.

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*This job description in no way implies that these are the only duties to be performed by the employee. Employees may be required to perform any other duties within this or a lower level job upon request of the immediate department or division supervisor. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions (please refer to the Human Resources Department for any reasonable accommodations.)*

**ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:**

1. Provides research and writing services for funding proposals, case statements, concept papers, reports, thank you letters/acknowledgments and other communication materials as needed.
2. Assists, as requested, in the writing and production of agency material including publications, print and broadcast media, and social media including Facebook, Twitter and apps.
3. Researches prospects and provide funding information to the Development/Communications Manager.
4. Participates in short-term planning to produce individual proposals and long-term planning to enhance successful fundraising.
5. Monitors and ensures proposals and other requests are submitted according to guidelines and on time.
6. Assists in the preparation of progress reports for the Development Department.
7. Provides technical assistance for submitting proposals and related paperwork electronically.

**OTHER RESPONSIBILITIES:**

1. Provides technical, logistical and administrative support to development services.
2. Attends functions and special events in support of development activities.
3. Participates in administrative service staff team-building and planning.

4. Responds to requests for information on project activities and expenditures; participate in the collection and reporting of Outcome Measures.
5. Performs other duties as assigned.

**WORK ACTIVITIES:**

1. Uses computers and computer systems effectively to develop documents and formal business communications, enter data, create spreadsheets, and process information. Must be able to master data entry and report queries for agency database.
2. Researches, observes, receives, and otherwise obtains information from all relevant sources.
3. Enters, transcribes, records, stores, or maintains information in written or electronic form.

**COMPETENCIES, SKILLS, AND ABILITIES:**

1. Communicates effectively orally and in writing as appropriate for the needs of a diverse audience.
2. Gives full attention when spoken to, taking time to understand the points being made and asking questions as appropriate.
3. Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
4. Ability to endure and balance work fluctuations, deadlines, and interruptions.
5. Ability to manage work time well, prioritize and meet deadlines.
6. Ability to exercise good judgment, courtesy and tact.
7. Demonstrated ability to work effectively in a team environment.
8. Possesses judgment and decision making abilities to evaluate the relative costs and benefits of potential actions to choose the most appropriate one.
9. Ability to read, comprehend, and follow established policies and procedures.
10. Must have the ability to operate the following equipment: desktop computer, telephone, copier, PC printer, and fax machine.
11. Ability to establish good rapport with people of diverse cultures and belief systems.
12. Must demonstrate sound judgment, professional boundaries, ethics, and ability to maintain confidentiality.

**WORK ENVIRONMENT/JOB CONDITIONS:**

1. Agency is a mandated tobacco, drug and alcohol free workplace.
2. Ability to manage work time well, prioritize and meet deadlines.
3. Develops and maintains constructive and cooperative working relationships with others.
4. Develops specific goals and plans to prioritize, organize, and accomplish work.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. While performing the duties of this job, the employee is regularly to grasp, type, see, talk, hear, and lift and carry 25 pounds of weight by utilizing proper lifting techniques and working in a safe manner. This position will also be performing physical activities such as climbing, lifting, balancing, walking, stooping, bending, and handling materials.
2. Regularly performs sedentary activities that require sitting for long periods and repetitive use of hands, wrists and arms for handling, positioning, moving materials, and manipulating things.
3. Must be in good general health and free from serious physical, mental health and/or substance abuse problems.

**POSITION TYPE/EXPECTED HOURS OF WORK:**

This is a full time position. Days and hours of work are Monday through Friday, 8 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand.

**TRAVEL:**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

**EMPLOYMENT REQUIREMENTS AND REQUIRED EDUCATION:**

1. Must be at least 18 years of age.
2. BA in English, Journalism, Communications; BA or BS in another field with significant coursework and/or relevant experience; or 4 years related professional work experience.
3. Must pass state and federal background checks, including fingerprints.
4. Demonstrated intermediate level of computer skills necessary in order to use and create documents and reports, spreadsheets, workshop materials and slide presentations, and to enter data into intricate database programs and proficient use of Microsoft Word, Excel, PowerPoint, Publisher, and Outlook.
5. Experience in writing proposals, case statements and concept papers.
6. Experience with grant writing, fundraising research, print, broadcast or social media, or development of public information materials.
7. Strong written communication skills including proofreading and editing skills. Ability to write quickly and accurately, especially under pressure and with tight deadlines.
8. Strong time management and organizational skills to maintain daily work flow, meet deadlines, and produce measurable results.
9. Knowledge of principles and processes for providing customer and personal services.
10. Ability to prioritize projects and assignments, maintain a positive attitude, and produce professional results under deadlines.
11. Responsible work ethic with reliable attendance.
12. Must keep all matters concerning participants in strictest confidence as required by HIPAA privacy and the 42 CFR, Part II confidentiality regulations.

13. Proven ability and willingness to be self-directed in problem solving and decision-making and perform basic assignment with little or no direct supervision while also working effectively as a team member.
14. Must be able to provide own transportation to meet work schedule requirements.
15. Agency recommends annual TB screening and physical as part of employee's personal wellness plan. (Recommendation – Not a requirement of this position)

**PREFERRED EDUCATION AND EXPERIENCE:**

1. Demonstrated relevant education and professional work experience in the non-profit sector.
  2. Demonstrated success as grant writer and fundraiser.
  3. Knowledge and/or experience of the issues in rural Alaska.
  4. Competence in multi-cultural environments.
  5. Familiarity with the social, cultural, political, economic and service delivery systems of rural Alaska
  6. Experience with databases.
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**EQUAL OPPORTUNITY STATEMENT (EEO)**

RurAL CAP is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, national origin, religion, disability, protected veteran status or any other legal protected status. EOE: M/F/D/V/SO.

Please note: This job description is not designed to cover or contain comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation.

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Employee's signature below constitutes employee's understanding of the requirements, essential functions and duties of the position. RurAL CAP is an "at-will employer."

Employee Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

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**Created By:**  
Human Resources

**Approved By:**  
Department Manager: \_\_\_\_\_  
Division Manager: \_\_\_\_\_  
Human Resources Director: \_\_\_\_\_  
Chief Executive Officer: \_\_\_\_\_

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**FOR HR AND PAYROLL ONLY**

<u>Work Comp</u>	<u>DOL Class</u>	<u>ESC Code</u>	<u>EEO Class</u>	<u>Area</u>
8810	Non-Exempt	13-1199	Professional	62