



RESOURCE DEVELOPMENT COUNCIL

Growing Alaska Through Responsible Resource Development

Job Description: Membership and Fundraising Manager

Job Purpose: Manage membership and fundraising efforts related to informing the public on and achieving RDC's mission to grow Alaska through responsible resource development.

Education Requirements: Bachelors degree, or equivalent in experience and qualifications.

Skills/Qualifications: Strong fundraising skills including ability to follow up, strong written and verbal communication skills, ability to problem solve, understanding of social media platforms, computer software proficiency, and an understanding of Alaska industry operations and legislative process preferred.

Essential Job Duties

- **Membership management:** develop and implement plans for retention of current members and growth of new members, develop membership marketing and promotional materials, update membership online on a regular basis. Active participation in industry associations and events as necessary.
- **Fundraising – securing sponsorships for:**
 - annual membership luncheon and conference
 - Resource Review newsletter
 - special events: board fly-in, Women in Resources, and Board Outreach Trip
- **Develop marketing materials:** including annual report, conference program, and other tools for member and sponsor recruitment.
- **Social media:** develop and implement a social media plan, including member highlights and event updates.
- **Financial administration:** including invoicing sponsors pre and post events, invoicing membership, identifying payments and online transactions, providing w-9s to members and sponsors, and assisting contracted bookkeeper with questions.
- **Travel:** Travel within Alaska minimum twice per year.

General Job Duties

- **Event execution:** including assisting in planning, logistics, check-in, sponsor/speaker thank you letters, conference exhibitor coordination, and liaison for audio and visual.
- **APOC administration:** file Alaska Public Offices Commission reports as necessary.
- Other duties as assigned.



TOURISM



FISHERIES



OIL & GAS



MINING



FORESTRY