



# Goldbelt Heritage Foundation

## Development and Publications Specialist

(Part-Time to Full-time Position)

One Sealaska Plaza, Suite 201

Juneau, Alaska 99801

Phone: (907) 790-1424

ghf@goldbelt.com

<http://www.goldbeltheritage.org>

**Goldbelt Heritage Foundation** works to preserve our heritage through the establishment and administration of educational, cultural, and language activities.

### **Summary of the Position and Major Responsibilities:**

Provides grant writing expertise in addition to organizational development through the securing of funds for sustainability. Develops educational resources inclusive of curriculum, news releases, newsletters, website refinement and completion of educational kits.

**Development Initiatives, Grant Writing and Publications:** Developing and submitting successful grant proposal/application packages.

**Project Implementation and Educational Resource Development:** This position facilitates culturally responsive language/literacy rich curriculum/materials development enhancing student's academic achievement for students in grades K-12. Works with heritage language team members to include language infusion into curriculum/ resources being developed. Develop culturally responsive curriculum materials for students as related to the traditional values and expanding upon existing curriculum including expansion of language lessons into culturally responsive education units.

### **Knowledge and Skills:**

- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- Attention to detail and strong organizational skills.
- Ability to meet deadlines.
- Knowledge of fundraising information sources.
- Experience with proposal writing and institutional donors.
- Knowledge of fundraising techniques and strategies.
- Knowledge and familiarity with research techniques for fundraising prospect research and translating essential strategies into proposals.
- Strong contributor in team environments

### **Qualifications:**

- Two or more years of experience with grant writing and a history of successfully funded projects.
- Experience developing published materials such as curriculum, newsletters, and annual reports
- Knowledgeable of community needs; Tlingit language, cultural and education programs and demonstrated experience addressing issues faced by the community.
- Previous experience with non-profit fundraising.
- Experience working in deadline-driven environments.
- Able to work well in a team environment, handle multiple assignments and meet deadlines.
- Bachelor's Degree in Education, Anthropology, Business, Social Work, Journalism, Communications or related field preferred.

**Special Skills/Demands:**

- Position requires flexibility in support of meeting goals. Flexible and able to adapt to new deadlines as defined by funding sources.
- Strong community service philosophy. Good interpersonal skills, willingness and ability to work together with a diverse group of people.
- Ability to work effectively in a team environment.

**Location:** Juneau, Alaska

**Hours:** 25 to 37.5 per week; Educational and grant writing projects may require the ability to work flexible hours in the evenings and weekends.

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**APPLICATIONS BEING ACCEPTED THROUGH TO:**

Open Until Filled. Seeking Immediate Hire.

Apply to Goldbelt Heritage Foundation located at:

One Sealaska Plaza, Suite 201 | Juneau, Alaska 99801

Phone: 907-790-1424

<http://www.goldbeltheritage.org>

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## Position Application

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### APPLICATION PROCEDURES, SUBMIT:

1. Cover Letter: Include the following information in your cover letter: a) Describe your experience as related to the position; b) Describe your goals; and 3) Explain your interest in this position.
2. Complete Application
3. Writing Sample
4. Resume

### Applicant Information

Full Name: \_\_\_\_\_ *DOB:* \_\_\_\_\_

Last

First

M.I.

Address: \_\_\_\_\_

Mailing Address

Apartment/Unit #

City

State

ZIP Code

Phone: \_\_\_\_\_ *Email* \_\_\_\_\_

Are you looking for employment that is:

FULL-TIME

PART-TIME

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

Are you a citizen of the United States? YES  NO  *If no, are you authorized to work in the U.S.?* YES  NO

Have you ever been convicted of a felony? YES  NO

If yes, explain:

\_\_\_\_\_

Have you ever worked for this company? YES  NO  *If yes, when?* \_\_\_\_\_

Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities

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From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities

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From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

**Responsibilities**

: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

**Education**

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Graduation  
  year: \_\_\_\_\_

# of Tlingit language credits: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

Field of Study: \_\_\_\_\_ # of Tlingit Language Credits: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree: \_\_\_\_\_

Other/Vocational \_\_\_\_\_ Address: \_\_\_\_\_

Field of Study: \_\_\_\_\_ Hours of language learning: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree/Certificate: \_\_\_\_\_

## References

*Please list three professional references:*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

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Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

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Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

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## Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

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