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.

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
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:

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

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
Company: 
Address: 
Phone: 
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

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## References

*Please list three professional references:*

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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: ________________