

## KOAHNIC BROADCAST CORPORATION JOB DESCRIPTION

**JOB TITLE:** Director of Major Gifts and Planned Giving **DATE:** January 23, 2026

**FLSA:** Exempt **DIVISION:** Koahnic Broadcast Corporation

**REPORTS TO:** Chief Development Officer

**LOCATION:** In Person or Remote, Headquarters Anchorage, Alaska

**DEADLINE TO APPLY:** February 6, 2026

**EARLIEST START DATE:** March 1, 2026

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### **Job Description**

The Director of Major Gifts and Planned Giving is a senior, revenue-generating leader responsible for developing and managing a portfolio of 100-150 current and prospective donors across Alaska and nationally in support of Koahnic Broadcast Corporation's mission as a nonprofit Native American/Alaska Native media organization. This role drives philanthropic growth through major gifts and the strategic expansion of planned giving as a long-term sustainability pillar, directly advancing Koahnic's strategic plan and revenue goals aligned with organizational funding benchmarks. The Director will partner with the Chief Development Officer (CDO) and CEO to activate development initiatives aligned with donor analytics, stewardship protocols, and Koahnic's business case framework.

### **Key Responsibilities**

- Create a foundational and well-structured major gifts and planned giving program inclusive of a major donor database and operational processes toward cultivation, acquisition, and donor retention.
- Develop, cultivate, and manage a portfolio of 100-150 individual major gifts and planned giving prospects and donors, building upon successful fundraising initiatives and working with the Board of Directors to support donor cultivation;
- Build positive professional relationships with donors, community members, coworkers, and other stakeholders using inclusive communication strategies.;
- Develop ongoing strategies, timelines, objectives, and metrics for the portfolio of prospects/donors with a focus on annual and long-term objectives and priorities in collaboration with development and organizational leadership;
- Lead the creation and growth of a legacy society and oversee the expansion of Koahnic's planned giving program.;
- Strategize and implement specific steps that lead to the solicitation and acquisition of major gifts.
- Orchestrate activities for the CEO in cooperation with the Chief Development Officer, participate in ask/solicitation visits when warranted, and make or follow up on presentations to close gifts;
- Work closely with the Chief Development Officer and senior leadership to cultivate, solicit, and steward major and planned giving donors in alignment with organizational strategy and relationship management practices.

- Demonstrate professionalism, discretion, and sound judgment when engaging board members, senior leadership, donors, and other key stakeholders, supporting effective communication and long-term relationship stewardship.
- Identify new prospects for associated giving levels, using appropriate database and wealth research to cultivate donors and prospects for increased support;
- Develop well-conceived and compelling fundraising proposals, case statements, letters, emails, and other communications for donors and prospects that reflect and align with fundraising strategies, with support and collaboration from colleagues;
- Own and drive major and planned giving revenue performance by increasing the number of donors and meeting or exceeding annual revenue targets and growth benchmarks, as defined in the annual budget and in partnership with the CDO;
- Collaborate with underwriting, content, and events teams to develop integrated, cross-platform fundraising opportunities that align major gifts, sponsorships, digital engagement, and mission-driven storytelling.
- Accurately record all contacts with donors/prospects, including solicitation strategies, cultivation visits, etc.;
- Work closely with the development team to develop strategies, policies, and procedures for donor stewardship and recognition, such as physical and virtual donor walls, donor events, and other stewardship and cultivation activities;
- Actively participate in our culture of philanthropy, which honors the important role our donors, volunteers, businesses, and community partners play in the life of Koahnic.
- Collaborate across teams and departments to steward donors on behalf of Koahnic and actively seek opportunities to integrate philanthropy into their role within Koahnic operations, programs, and projects.
- Demonstrate a passion for the importance, urgency, exclusivity, and power of Indigenous public media, cultural programming, and journalism to improve lives, as well as a desire to work in a trusted organization that serves the educational, cultural, and informational needs of the community;
- Other duties as assigned.

## Qualifications

- Bachelor's degree or equivalent combination of education and relevant experience.
- Minimum of seven years of experience in development, major gifts, donor cultivation, or related areas.
- Proven track record of soliciting \$5,000+ annual gifts and \$10,000+ campaign gifts.
- Demonstrated success managing a donor pipeline, achieving revenue goals, and meeting deadlines.
- Excellent written and verbal communication, presentation, and interpersonal skills.
- Knowledge of planned giving and related fundraising vehicles.
- Familiarity with CRM systems and donor management software.
- Ability to quickly become proficient in other industry-related software;
- Above average proficiency in the use of computer software including but not limited to Word, Excel, and PowerPoint;
- Working knowledge of public media is preferred.
- Genuine interest in Koahnic's mission and Indigenous public media.
- The Director of Major Gifts and Planned Giving works in person or remotely with regular travel. Working on-site at the Anchorage, Alaska, or Albuquerque, NM locations is preferred.

## **Preferred Qualifications**

- Diverse experiences in major gift, campaign fundraising, planned giving, and proposal writing;
- Experience managing annual giving clubs or donor societies at the \$1,000+ level
- Knowledge of Alaska Native and Indigenous communities is a plus.

## **Additional Knowledge, Abilities, and Expectations**

- Regular travel to Anchorage HQ.
- Local travel for donor meetings; regular national travel expected to cultivate and solicit major donors across the U.S.
- Professional appearance and demeanor.

Koahnic Broadcast Corporation is an equal-opportunity employer.

## **Salary Range**

\$90,000 -\$100,000 annually. Bonus eligibility may apply.

Benefits:

- KBC pays health insurance premiums at 85% of cost
- 401(k) Fidelity Investments
- 13 days Paid Holidays
- Annual leave of 2 weeks-4 weeks of accrual based on longevity.
- Medical Leave accrual of up to 10 days/year