

**ALASKA PUBLIC MEDIA**  
3877 University Drive  
Anchorage, Alaska 99508  
**M** 907.550.8400  
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**Title:** Director of Corporate Support and Philanthropy  
**Department:** Development  
**Reports to:** Chief Development and Marketing Officer  
**FLSA Status:** Full-time, Exempt  
**Version:** 2.0

The Director of Corporate Support and Philanthropy manages the Alaska Public Media corporate underwriting and philanthropy program for radio, television, digital and special events. This position works closely with the entire Development team to meet revenue goals, plan for fundraising drives, support member engagement events and other fundraising programs.

Alaska Public Media (AKPM) is a broad-based public media organization that delivers television, radio, and web content. AKPM is the source of PBS television, NPR radio, and stewards the Statewide News network.

**Essential Functions:**

- Lead and manage all corporate and philanthropy revenue strategies across radio, television, and digital platforms to meet or exceed annual revenue goals.
- Maintain and service your own account list and corporate relationships.
- Develop, cultivate, and maintain strong relationships with corporate sponsors, foundations, and agency partners, ensuring long-term engagement and growth.
- Oversee the creation of customized sponsorship proposals, ensuring alignment with Alaska Public Media’s mission, audience, and FCC compliance requirements.
- Supervise and mentor the corporate and philanthropy team, providing strategic direction, performance management, and professional development.
- Collaborate cross-functionally with content and marketing teams to ensure timely delivery, quality assurance, and compliance of all sponsor messaging.
- Manage broadcast and digital inventory, including forecasting, allocation, and optimization of available inventory across KSKA, KAKM, Alaska Statewide News programming, and digital platforms. Monitor sellout levels and adjust strategies to maximize revenue and utilization.
- Maintain oversight of traffic systems (e.g., WideOrbit, Protrack, Audio Serve) to ensure accurate order entry, scheduling and invoicing of sponsorship commitments.

- Partner closely with the finance team to review accounts receivable, monitor aging reports, and support timely collections. Proactively address outstanding balances, agency payments, and billing discrepancies.
- Ensure accurate revenue tracking, reporting, and forecasting, including year-to-date performance, pipeline development, and variance analysis.
- Ensure all sponsorship messaging adheres to FCC guidelines and internal compliance standards.
- Contribute to organizational fundraising strategies, including integration with membership, philanthropy, and special events initiatives where appropriate.
- Track and report on digital impression delivery across streaming, podcast, and web campaigns, ensuring fulfillment of contracted goals and providing post-campaign performance summaries.
- Leverage Nielsen Audio and Television data to analyze audience trends and support sales strategy.
- Represent Alaska Public Media at community events, industry functions, and sponsor meetings to strengthen visibility and partnerships.

**Duties and Responsibilities:**

- Manage day-to-day efforts of corporate and philanthropy team including: pacing, copy issues, scheduling and general support of the Account Executives.
- Create and maintain goals and budgets for each Account Executive and team member.
- Prioritize and assign tasks for department staff as needed.
- Develop and clarify job descriptions for all staff on the corporate and philanthropy team.
- Review and evaluate staff performance against job descriptions and periodically updated goals and objectives.
- Coordinate staff time division with other departments as needed.

In addition to the above functions, the Director of Corporate Support and Philanthropy will:

- Have general knowledge of the history, economics and culture of the communities AKPM serves.
- Flexibility to handle changing work expectations; ability to modify work to focus on collaboration with supervisor, subordinates and colleagues.
- An innate desire to serve the community.
- Knowledge of public media in the United States and Alaska.

- Ability to stay abreast of and respond to the latest developments in the media industry.
- Strong ability to prioritize activities against a broad set of mission goals.
- Superior communication skills.
- Teamwork approach, even when under resource constraints or time pressures.
- Strong work ethic, collaborative attitude, “can-do” spirit, confident demeanor, sense of humor.
- Devotion to AKPM mission.

**Required Qualifications:**

- Three years’ sales or underwriting experience.
- Experience with core office management software and sales management tools.
- Good writing and oral communication skills.

**Desired Qualifications:**

- Demonstrated success in sales management.
- Public broadcasting underwriting experience.
- Knowledge of Alaska business and corporate community and economic structure.
- Bachelor’s degree.

Allowable Substitution

If necessary, alternative combinations of education and experience will be evaluated by the Human Resources Office for comparability.

**Competencies:**

- Act in accordance with AKPM policies.
- Support AKPM compliance efforts with FCC, CPB, NPR and PBS rules and regulations
- Communicate effectively.
- Apply critical thinking and problem solving skills.
- Maintain positive relationships with both internal and external customers.
- Demonstrate consistent outstanding customer service.
- Proficient at computer use to include office software products, custom software packages, internet and e-mail.
- Consistently demonstrate ethical behavior.
- Must exercise good judgement for the prompt completion of responsibilities.

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**Employee Expectations:**

Must be able to work in a constantly changing environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands while seeking supervisory assistance as appropriate.

**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.

The employee is regularly required to stand, walk and sit; use hands to handle or feet; reach with hands and arms; talk and hear. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must be able to lift and/or move up to 40 pounds.

**Work Environment:**

The work environment characteristics described here are typical of a television/radio broadcast office environment and representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is usually moderate.

Alaska Public Media is an equal opportunity employer.

I, \_\_\_\_\_ have received a copy of this job description on \_\_\_\_\_  
*(Print Name)* *(Date)*

**Employee's signature**

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