P.O. Box 1236 ~ Skagway, Alaska 99840 ~ Phone: 907-983-3414 ~ www.skagwaydevelopment.org

Position Description

Position Title: Programs Manager

Program Designation: Community Catalyst Program

Employer: Skagway Development Corporation (SDC)

Location: Skagway, Alaska (Primarily Work From Home)

Salary: $58,420.00-$62,400 annually (28-30/hour, based on 40 hours per week), depending on experience and qualifications.

Application Deadline: December 31, 2026, or until filled.

Position Overview

Skagway Development Corporation (SDC) is seeking a motivated, creative, and community-minded individual to serve as **Programs Manager**, a collaborative position supporting community and economic development initiatives through SDC, SDC-Community Development Services (SDC-CDS), and the Sustainable Southeast Partnership (SSP).

As part of this role, the Programs Manager will serve as Skagway's designated **Community Catalyst** within SSP, coordinating local Catalyst initiatives while also managing, marketing, and expanding programs offered through SDC and SDC-CDS.

The ideal candidate is an organized, proactive communicator who enjoys connecting people, developing ideas, and helping community projects come to life.

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About the Organizations & Position

Skagway Development Corporation (SDC) is a 501(c)(6) nonprofit focused on supporting local businesses and economic development. Its programs include Small Business Assistance, Made in Skagway, Welcome to Shgagwei Workforce Orientation Week, business workshops, and community events. Through these efforts, SDC provides resources and opportunities that help local businesses and the broader community thrive.

SDC-Community Development Services (SDC-CDS) is a 501(c)(3) nonprofit supporting local initiatives through fiscal sponsorship, the Community Catalyst Program, and other community development projects. SDC-CDS helps turn community ideas into meaningful action.

The Sustainable Southeast Partnership (SSP) is a regional network supporting the cultural, ecological, and economic resilience of Southeast Alaska. Through local partnerships and community-driven projects, SSP supports sustainable development and long-term community well-being.

The Programs Manager is a collaborative position funded through a partnership between SDC, SDC-CDS, and SSP, bringing together shared goals of economic development, community engagement, and local capacity building. The role focuses on managing and strengthening existing programs, supporting local businesses and community initiatives, coordinating events and workshops, expanding marketing and outreach efforts, and identifying new funding and development opportunities.

We're looking for a motivated, organized, and creative individual who enjoys working with people and helping move community ideas into action. This position offers a mix of program management, marketing, community engagement, and regional collaboration.

Primary Responsibilities

1. Program Development & Community Catalyst

- Coordinate Skagway's Community Catalyst Program in partnership with the Sustainable Southeast Partnership (SSP), including participation in regional initiatives and meetings.
- Develop and advance community development initiatives aligned with SDC's Five-Year Economic Development Plan, organizational priorities, and emerging community needs.
- Turn community ideas and opportunities into actionable projects by coordinating partners, resources, funding, and implementation.
- Support the growth and improvement of SDC and SDC-CDS programs, including Small Business Assistance, Made in Skagway, and the Community Impact Fund.

2. Marketing, Communications & Business Outreach

- Develop and implement marketing strategies, social media content, promotional campaigns, and communications for assigned programs.
- Expand SDC's role as a resource for Skagway's business community through business promotion, networking opportunities, educational resources, and increased engagement with local businesses.
- Actively connect with business owners and entrepreneurs to understand their needs, identify opportunities for support, and strengthen participation in SDC programs.
- Grow awareness and participation in the Made in Skagway program, small business services, and other business development initiatives.
- Maintain program websites, digital resources, and promotional materials.

3. Funding & Community Engagement

- Research funding opportunities and assist with grant applications, sponsorships, budgets, and reporting.
- Help organize workshops, Welcome to Shgagwei Workforce Orientation Week, biannual business meetings and mixers, and other community events.
- Coordinate with local organizations, tribal partners, businesses, and regional partners to support collaborative initiatives and resource development.

4. Program Management & Administration

- Develop and manage project plans, timelines, budgets, and deliverables for assigned programs.
- Track participation, evaluate outcomes, and prepare program reports and updates.
- Work closely with the Executive Director to establish priorities, monitor progress, and support organizational initiatives.

Required Qualifications

- Associate's degree or higher in business administration, marketing, communications, community development, nonprofit management, public administration, or a related field; or an equivalent combination of relevant education and professional experience.
- Demonstrated experience coordinating programs, managing projects, or implementing initiatives from planning through completion.
- Strong organizational, communication, and problem-solving skills, with the ability to manage competing priorities, work independently, and meet deadlines.
- Experience engaging with businesses, community organizations, or other stakeholders in a professional capacity.

- Proficiency with standard office software, social media platforms, and digital communication tools.
- Ability to take initiative, identify opportunities, and translate ideas into actionable projects and measurable outcomes.

Preferred Qualifications

- Experience in economic development, small business support, nonprofit management, or community development.
- Experience with grant research, proposal development, budgets, or program reporting.
- Skills in marketing, public outreach, content creation, and digital platforms such as Canva.
- Familiarity with Skagway, Southeast Alaska communities, and regional development priorities.

Compensation & Working Conditions

This is a full-time, primarily work-from-home position based in Skagway, Alaska. Regular in-person community engagement, occasional evening and weekend activities, and periodic regional travel are required.

Salary: $58.240.00-$62,400 annually ($28.00-$30.00 per hour), depending on experience and qualifications.

Benefits include:

- **Retirement:** 401(k) with employer matching contributions of up to 6%.
- **Health:** Employer-funded Health Reimbursement Arrangement (HRA) of $250 *per month*(3,000 annually).
- **Paid Vacation:** 30 days accrued annually, subject to accrual limits and organizational policies.

- **Paid Sick Leave:** 15 days accrued annually.
- **Paid Holidays:** 12 designated paid holidays annually.
- **Remote Work Support:** $100 monthly work-from-home stipend.
- **Cell Phone:** $100 monthly stipend for business use of a personal phone.
- **Technology:** Employer-provided laptop.

Benefits and leave are subject to applicable eligibility requirements and organizational policies.

How to Apply

Submit a resume, cover letter, and professional references to **director@skagwaydevelopment.org** by December 31, 2026, or until the position is filled.

Skagway Development Corporation is an equal opportunity employer.