



Alaska Conservation Foundation

Job Title: Director of Philanthropy
Department: Administration
Reports to: Executive Director
Supervises: Philanthropy Staff
FLSA Status: Full-time, Exempt
Salary: DOE

General Functions

Responsible for the oversight, planning and implementation of a comprehensive development program that secures significant financial resources from individuals and foundations across the country to bring support to Alaska. Responsible for expanding and maintaining a donor stewardship program that may include planned giving, donor prospecting and research, and fundraising campaigns. Works with senior staff to establish fundraising goals and is accountable for these goals. Works with Director of Communications to develop effective ways of communicating with donors and prospective donors. Motivates and coordinates the efforts of a multi-disciplinary staff team and volunteers in fundraising, including donor cultivation and solicitation. Trains and engages board members and staff in fundraising efforts. Understands and complies with all ACF gift-related policies and procedures and ensures ethical compliance as defined by the Association for Fundraising Professionals.

Duties and Responsibilities including but not limited to:

PHILANTHROPY PROGRAM

- Create and implement fundraising plan that meets foundation's financial needs and goals; plans fundraising campaigns & activities; measures & evaluates success.
- Works closely with ACF Board of Trustees, staff and volunteers to support fundraising efforts.
- Oversight, planning and implementation of a comprehensive development program that secures the significant financial resources from foundations, corporations, and individuals to support conservation goals.
- Manages all major gifts functions, which may include planned giving, donor prospecting and research, and fundraising campaigns. Responsible for managing a select group of prospects.
- Works with senior staff to establish fundraising goals emanating from the ACF's strategic plan and is accountable for these goals; manages the department's budget.
- Motivates and coordinates the efforts of a multi-disciplinary staff team and volunteers in fundraising, including donor cultivation and solicitation.
- Liaison to the Board of Trustees' Philanthropy Committee
- Understands and complies with all ACF gift-related policies and procedures and ensures ethical compliance, as defined by the Association for Fundraising Professionals.
- Must be able to work in collaboration with conservation experts, philanthropy staff organization-wide, high level volunteers, and others across a dispersed and complex organization.

- Responsible for a fundraising operating unit with fundraising goals of \$500,000 to \$1 million a year.

MANAGEMENT

- Manage & hire philanthropy staff
- Develops and manages Philanthropy budget
- Works closely with the board of trustees and board fundraising committee to help members make and fulfill fundraising commitments

STEWARDSHIP

- Stewards donors; visits major donors
- Reports to major donors on specific projects & results

PROFESSIONAL DEVELOPMENT

- Develops external relationships to stay current with market changes that are pertinent to raising money, to the organization's mission and programs and to the development professions.

Job Specifications

- ✓ Excellent verbal and written communication skills
- ✓ Strong organizational and time management skills. Ability to prioritize tasks, meet deadlines and manage multiple projects,
- ✓ Excellent listening and retention skills,
- ✓ Demonstrated ability in planning and coordinating events,
- ✓ Demonstrated ability to work effectively as a member of a team and independently, as well as a self starter;
- ✓ Must be highly energetic able and maintain positive attitude,
- ✓ Demonstrated ability to maintain confidentiality at all times while displaying a professional disposition,
- ✓ Solid relationship building skills; ability to interface with board members, external constituents and grantees.

Qualifications

- ✓ A passion for Alaska and protecting its environment;
- ✓ Bachelor's degree in marketing, communications or related field and at least 5 years' fundraising experience.
- ✓ Experience managing and supervising a large multi-disciplinary team.
- ✓ Experience with current and evolving trends in major gifts giving and solicitation.
- ✓ Experience asking for and closing major gifts.
- ✓ Experience building and maintaining long-term relationships with fundraising constituents such as major donors, foundations and corporations.
- ✓ Experience, coursework, or other training in the basics of charitable gift planning.
- ✓ Experience integrating fundraising with programmatic needs.