



Alaska Conservation Foundation

Job Title: Philanthropy Manager
Reports to: Executive Director
Supervises: Development Associate, Grants Manager
FLSA Status: Full-time, Exempt
Salary: DOE

Summary: The Philanthropy Manager is responsible for planning, coordinating and implementing a diversified fundraising plan that energizes individual, foundation and business donors, in state and around the country, to support the mission of Alaska Conservation Foundation.

Key Duties and Responsibilities:

- Work closely with the Executive Director and Director of Communications to develop and implement an annual Fund Development Plan that aligns with ACF's strategic plan and priorities
- Manage and develop major donor portfolios; assign portfolios to be managed by staff and volunteers; manage a select group donors and prospects
- Oversee grant seeking activities for the organization including research, proposal writing and reporting requirements; assign and help prepare proposals and reports, as necessary
- Plan and oversee coordination of donor engagement campaigns, events and activities
- Work with Director of Communications to plan multi-channeled donor communications that inspire donor engagement and support
- Develop and manage fundraising budget
- Prepare regular reports on the progress and success of fundraising activities
- Liaison to Board Philanthropy Committee
- Oversee the ongoing development and maintenance of fundraising-related systems including but not limited to donor management (Salesforce database), research, gift processing and recognition
- Comply with and help document fundraising-related policies/procedures and ethical fundraising principles, as defined by the Association for Fundraising Professionals
- Help plan and implement ACF board meetings, staff advances and other important organization meetings and events as assigned

Qualifications:

- Strong planning, prioritization and analytical skills
- High level of initiative and desire to meet specific goals
- Ability to manage multiple projects, requests and deadlines simultaneously
- Excellent written, verbal and interpersonal communication skills
- Outstanding customer service skills, tact, discretion and attention to detail; a commitment to excellence
- High ethical standards
- Knowledge of special events planning and management

- Grant writing and management experience preferred
- Ability to work collaboratively and positively with colleagues
- Strong computer skills, including MS Office suite. Experience with Salesforce, InDesign, Campaign Monitor and WordPress preferred
- A passion for ACF's mission and an eagerness to support to its sustainable business practices
- 5-7 years' experience in fundraising, communications, marketing, non-profit management or related field
- Supervisory experience preferred
- Bachelor's degree in philanthropic studies, marketing, communications or related field preferred