



Alaska Conservation Foundation

Job Title: Development Associate
Reports to: Director of Philanthropy & Communications
Supervises: N/A
FLSA Status: Full-time, Exempt
Salary: DOE

Summary:

The Development Associate works closely with the Director of Philanthropy & Communications and other colleagues to support ACF's efforts to cultivate individual and corporate donors and enhance the effective operations of ACF's Philanthropy and Communications programs.

Duties and Responsibilities include, but are not limited to:

- Helps implement a range of fundraising activities including but not limited to special events and direct mail campaigns
- Coordinates workplace giving efforts
- Helps implement key donor communications
- Ensures accurate and timely data entry into donor database
- Provides support for processing donations
- Prepares donation acknowledgement letters and other correspondence
- Facilitates process for submitting state charitable registrations
- Helps maintain charity rating standings (Better Business Bureau, Charity Navigator)
- Maintains the Philanthropy & Communications calendar
- Helps document department business practices as needed
- Facilitates communications with printing vendor
- Helps organize and maintain important files
- Other duties as assigned

Qualifications:

- Eagerness to work as part of a team, especially in a supportive role, to expand ACF's donor base and visibility

- High ethical standards
- Dependable and conscientious
- Superior customer service skills to both internal and external audiences
- Demonstrated empathetic disposition and positive attitude
- Strong problem solving, organization, and prioritization skills
- Demonstrated ability to effectively manage multiple projects/deadlines at one time
- High level of initiative and desire to meet specific goals
- Excellent written and verbal communication skills
- Demonstrated attention to detail and accuracy
- A passion for ACF's mission and an eagerness to support to its sustainable business practices
- Strong computer skills, including MS Office. Experience with Salesforce, InDesign, and/or Wordpress preferred
- Bachelor's degree preferred
- 1-3 years' experience in fundraising, communications, marketing, non-profit management or closely related field preferred