Job Title: Communications and Development Associate
Reports to: Communications and Development Manager
FLSA Status: Full-time, Non-Exempt
Salary: $45,000 to $50,000 per year

To apply: Send a resume and cover letter to acfjobs@alaskaconservation.org with the subject line “Communications and Development Associate”. Review of applications will begin on July 31, 2020.

GENERAL FUNCTIONS
The Communications and Development Associate, together with the development team and other staff, coordinates and implements a diversified fundraising and communications plan that creatively energizes our donor base and connects them with our organization.

DUTIES AND RESPONSIBILITIES
- Design, create, and coordinate creative content that integrates program work and a passion for Alaska conservation in social media, website, print, marketing, and other communications. Assist with distribution.
- Develop and manage major donor portfolios, coordinating outreach among staff and Trustees.
- Work collaboratively with staff to create a comprehensive communications plan featuring a mix of print, online and social media strategies. Assist with tracking, measuring, and evaluating its results.
- Integrate daily communication correspondence and development activities into Salesforce. Ensure communication lists and directories remain updated.
- Integrate current conservation and program activities into communications with donors. Proofread and edit materials with help from staff to ensure communications remain comprehensive and on-brand.
- Manage community partner program, organizing training sessions, collaboration efforts, and building excitement among partners.
- Assist with creating the Communications and Development budget.
- Organize and track communications with donors, community partners, and friends of the organization. Serve as an ambassador for the organization.
- Plan and manage a robust events program, including multiple large in-person and/or digital fundraisers, community gatherings, and donor engagement events per year. Serve as liaison to the Awards Committee to coordinate the Conservation Achievements Awards Program.
- Other duties as assigned.
QUALIFICATIONS

- 2-4 years of experience in fundraising, communications, marketing, non-profit management, or closely related field preferred.
- Excellent verbal and written communication skills.
- Ability to work independently, with the ability to problem-solve complex problems, prioritize tasks, meet deadlines and manage multiple projects.
- Demonstrated ability to work effectively as a member of a team, both as a leader and in a supporting capacity.
- Demonstrated ability to maintain confidentiality at all times while displaying a professional disposition.
- Solid relationship-building skills; ability to interface with trustees, external constituents, and grantees.
- Demonstrated understanding of traditional and emerging media.
- Commitment to incorporate creative means to fit development goals.
- Ability to create aesthetically pleasing creative graphic designs.
- Strong computer skills, including MS Office suite and Google suite. Experience with Salesforce, Canva, Wordpress, Click and Pledge, or other CRM and third-party processing systems, is preferred. Additionally, experience with mass email marketing software such as Campaign Monitor preferred.
- Mentally agile, maintaining a skeptical and inquisitive mindset, always looking for opportunities to improve.
- Desire to integrate justice, equity, diversity, and inclusion, and commitment to elevate a wide range of voices in your daily work.
- A passion for Alaska Conservation Foundation's mission and an eagerness to support its sustainable business practices.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and working conditions required of employees assigned to this job. Management has sole discretion to add or modify the duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.