**Job Title:** Development and Operations Associate  
**Reports to:** Director of Finance and Operations  
**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 “Development and Operations Associate”. Review of applications will begin on July 31, 2020.

**GENERAL FUNCTIONS**
The Development and Operations Associate, together with the development team and other staff, coordinates and implements a diversified fundraising plan that includes donor stewardship and annual giving. This position also assists with finance activities and conducts administrative tasks, as necessary.

**DUTIES AND RESPONSIBILITIES**
- Ensure accuracy and completeness of our donor database by applying data entry protocol, performing regular data integrity audits and preparing and reviewing monthly fundraising reports, weekly batch reports, and managing donor acknowledgment letters.
- Conduct monthly close activities, including creating journal entries and performing account reconciliations.
- Take charge of the accounts payable process, including managing vendor relationships, processing invoices, and creating payments.
- Create and run donation reports and mailing lists that support fundraising, communications, and finance operations.
- Help plan and manage special events including annual Conservation Achievement Awards reception, planned giving workshops, board meetings, staff retreats, additional fundraisers, and others, as necessary.
- Coordinate the submission of charity rating applications (Better Business Bureau, Charity Navigator, et.al.).
- Provide support to ensure all state charitable registrations are updated.
- Serve as the organization’s point person for maintaining nationwide workplace giving campaigns including organizing and submitting campaign applications and attending local in-person tabling events.
- Support and track development programs, including trustees, legacy, and monthly giving.
- Integrate current conservation and program activities into communications with donors.
• Organize and track communications with donors, community partners, and friends of the organization. Serve as an ambassador for the organization.
• Assist with annual processes such as external audits, preparation of tax filings, and budgeting.
• Other duties as assigned.

QUALIFICATIONS
• 2-4 years of experience in fundraising, non-profit management, or closely related field preferred.
• 2 years of accounting, bookkeeping, or finance experience.
• Strong written and verbal communication and editing skills.
• Eagerness to work as part of a team, especially in a supportive role.
• High level of initiative and desire to meet specific goals.
• Strong computer skills, including MS Office suite and Google suite. Experience with Quickbooks, Salesforce, Click and Pledge, or other CRM and third-party processing systems, preferred.
• Ability to work independently, problem-solve complex situations, prioritize tasks, meet deadlines, and manage multiple projects.
• Demonstrated ability to maintain confidentiality at all times while displaying a professional disposition.
• Solid relationship-building skills; ability to interface with donors, trustees, external constituents, and grantees.
• Mentally agile, maintaining a skeptical and inquisitive mindset, always looking for opportunities to improve.
• Desire to integrate justice, equity, diversity, and inclusion into daily work and commitment to elevation a wide range of voices.
• 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.