Job Title: Public Lands Coordinator  
Reports to: Director of Grants and Programs  
FLSA Status: Full-time, Exempt  
Salary: $60,000 - $70,000 DOE  

To apply: Send a resume and cover letter to acfjobs@alaskaconservation.org with the subject line “Public Lands Coordinator” before September 13, 2020.

GENERAL FUNCTIONS  
The Public Lands Coordinator monitors the Alaska conservation landscape and represents Alaska Conservation Foundation with conservation and affiliated partners across Alaska to strengthen the conservation movement and support grassroots advocacy, especially to inform foundation grantmaking and initiatives.

DUTIES AND RESPONSIBILITIES  
- Communicate regularly with grassroots grantees and other potential grantees, learning projects and priorities and discovering gaps in funding, in collaboration with other Foundation staff.
- Gather, create, and edit landscape monitoring information for the organization.
- Support the Board and its committees involved in landscape monitoring by providing updates and coordinating regular presentations.
- In coordination with Foundation staff, find and develop partners for collaborative initiatives.
- Support regular collaborative conservation gatherings such as the Executive Director’s Roundtable.
- Integrate the work of indigenous organizations in initiatives, trainings and grantmaking where possible.
- With guidance from communications staff, develop messaging on climate change and public lands for the Foundation and partners.
- Participate in grantmaking opportunities and in award determinations.
- Participate in fundraising opportunities for the foundation.

QUALIFICATIONS  
- Experience with grassroots conservation organizations in Alaska.
- Experience with coalition efforts.
- Knowledge of state and federal lands use laws, regulations and procedures.
• A passion for Alaska and its environment and knowledge of conservation issues.
• Knowledge of and demonstrated respect for Alaska Native cultures and communities.
• Ability to frequently interact with a variety of individuals in person, on the phone and by other means with superior customer service skills.
• Eagerness to work as part of a team, both as a leader and in a supporting capacity, to expand the donor base and visibility of the Foundation.
• Excellent written and verbal communication skills.
• An eagerness to help implement sustainable business practices.
• Ability to adhere to the highest ethical standards.
• Demonstrated empathetic disposition and positive attitude.
• Strong analytical, organizational, and prioritization skills.
• High level of initiative and desire to meet specific goals.
• Strong computer skills.
• Bachelor’s degree preferred.

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 duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.