



**Job Title:** Communications and Development Associate

**Reports to:** Communications and Development Manager

**FLSA Status:** Full-time, Non-Exempt

**Salary:** \$55,000 to \$60,000 per year

**Benefits:** Medical, dental and vision insurance; 403(b) plan; Life, AD&D and LTD insurance; paid holidays and generous PTO.

**To apply:** Send a resume and cover letter to [acfjobs@alaskaconservation.org](mailto:acfjobs@alaskaconservation.org) with the subject line "Communications and Development Associate". Position is open until filled.

## **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**

- Work collaboratively with supervisor and staff to 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.
- Ensure accuracy and completeness of our donor database by applying data entry protocol, performing regular data integrity and audits
- Support donor acknowledgment letter process
- Support and track ACF development programs, including trustees, legacy, and monthly giving.
- Ensure communication and donor lists and directories remain updated.
- Proofread and edit materials with help from staff to ensure communications remain comprehensive and on-brand.
- Organize and track communications with donors, community partners, and friends of the organization.
- Support planning and execution of annual events, including multiple large in-person and/or digital fundraisers, community gatherings, and donor engagement events per year.



- 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.
- 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.