



Job Title: Development Specialist

Reports to: Deputy Director

FLSA Status: Full-time, Non-Exempt

Salary: \$60,000 per year

To apply: Send a resume and cover letter to acfjobs@alaskaconservation.org with the subject line "Development Specialist". Position is open until filled.

BACKGROUND

Alaska Conservation Foundation protects Alaska's public lands and waters and builds resilience to climate change by supporting grassroots advocacy, leading collaborative climate change adaptation efforts, and continuing to strengthen Alaska's conservation movement. At the core of this is increasing overall conservation investments and directly supporting grassroots organizations in Alaska. We are seeking a dedicated individual to advance the broad work of the organization through donor stewardship and fundraising support.

GENERAL FUNCTIONS

The Development Specialist, together with the development team and other staff, supports the implementation of a diversified fundraising plan by championing the importance of development administration.

DUTIES AND RESPONSIBILITIES

- Administer our donor database, perform regular data integrity audits to ensure data accuracy, prepare monthly fundraising reports, and weekly batch reports. Ensure accuracy and completeness of our donor database by applying data entry protocol;
- Create and run donation reports and mailing lists that support fundraising, communications and finance operations;
- Operate donor entry and acknowledgment letter process;
- Track development programs, including trustees, legacy, and monthly giving;
- Keep donor lists and directories updated and continue to build and integrate various lists across the organization;
- Organize and track timely communications with donors, community partners, and partners of the organization;
- Support grant seeking and writing efforts for 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, etc.);
- Coordinate maintenance of all out-of-state charitable registrations;
- Serve as the organization's point person for maintaining nationwide workplace giving campaigns including organizing and submitting campaign applications;
- Support grantmaking activities such as data entry, data management and donor advised fund awards;
- Support financial operations, such as vendor management;
- Assist with creation of the fundraising budget;
- Other duties as assigned.

QUALIFICATIONS

- 2-4 years of experience in fundraising administration, non-profit donor 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 donors;
- Strong computer skills and comfort with technology, including Google suite, Salesforce or comparable software programs. Experience, Click & Pledge, Blackbaud, Foundant or other CRM and third-party processing systems, is preferred. Additionally, experience with mass email marketing software such as Campaign Monitor is preferred;
- Mentally agile, timely, maintaining an 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 daily work;
- A passion for Alaska Conservation Foundation's mission and an eagerness to support its sustainable business practices.

WORK LOCATION

- Alaska Conservation Foundation's office is in Anchorage, Alaska but we are open to hybrid work arrangements.
- The majority of the work is conducted in the office, home office, or conference room. Occasional periods outdoors may be required.
- Occasional travel may be necessary.

BENEFITS

- Health Benefits: Low-cost health, Dental, Vision plans; Life and AD&D insurance; Long-term disability; Health Savings Account to satisfy health deductible, 403(b) retirement plan with up to 7% company contribution after 1 year of service;
- Work-Life Balance Benefits: Generous paid time off; 12 paid holidays, parental leave, bereavement, and flexible schedules.

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.*