



**Job Title:** Director of Development

**Reports to:** President/CEO

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

**Salary:** \$85,000-\$95,000 per year

**To apply:** Send a resume, cover letter and writing sample to [acfjobs@alaskaconservation.org](mailto:acfjobs@alaskaconservation.org) with the subject line "Director of Development". Applications will be reviewed beginning early May 2025; the position will remain open until filled. Applicants offered an interview will be asked to provide references at that time.

## **BACKGROUND**

Alaska Conservation Foundation (ACF) protects Alaska's unique landscapes and ways of life by supporting conservation leaders, organizations, and initiatives. The Director of Development serves as a member of the leadership team, working closely with the President/CEO, the Director of Communications and Storytelling, Director of Grants and Programs, and the Development and Operations Manager. The Director of Development role will be key to helping accomplish ACF's strategic goals:

- Increase overall conservation investments in Alaska.
- Directly support grassroots organizations in Alaska whose work aligns with our mission.
- Elevate Indigenous voices and the perspectives of other underrepresented people in all our work.
- Build and strengthen large landscape-level conservation collaborations with Alaska communities, Tribes, government agencies, and organizations.
- Strengthen and sustain the Alaska conservation movement.

## **GENERAL FUNCTIONS**

The Development Director will be primarily responsible for growing and strengthening private fundraising and donor stewardship while aligning fundraising with ACF's mission, vision, and strategic goals. The aim of this position is to expand, diversify, and sustain ACF's donor base and strengthen the organization's overall fundraising success.

This key member of the ACF's staff will work independently under the supervision of the President/CEO and collaborate closely with key staff. This role calls for an independent and highly detail-oriented individual who brings both proven

experience in philanthropy and donor cultivation and passion for the people of Alaska and the lands and waters that sustain them.

### **DUTIES AND RESPONSIBILITIES:**

- Work independently to ensure the mission, vision and values of the organization are reflected throughout ACF's development program;
- Develop, implement and oversee a comprehensive development plan, including:
  - Structured initiatives, such as a planned giving program, a sustained giving program, and other specialized giving programs;
  - Key deliverables with progress tracking and reporting for donor recruitment, retention, advancement, and funding raised; and
  - A holistic fundraising approach with multiple entry points for donor engagement.
- Work closely with the President/CEO and other key staff on major donor cultivation and stewardship, including major gift strategies and logistical coordination for donor visits and calls;
- Direct a small development team and ensure key donor data is captured in our donor database;
- Lead event planning efforts with the intention of fundraising, donor development, and furthering our mission;
- Work with the Director of Communications and Storytelling to prepare and implement communications and engagement campaigns and strategies;
- Cultivate and nurture trusted relationships and partnerships with ACF's many partner entities (nonprofits, agencies, Tribes, Indigenous organizations, and others);
- Lead the creation and management of an annual development budget and work plan to achieve fundraising goals;
- Travel as necessary to foster donor relations and represent the organization;
- Streamline effective development tools and strategies, including use of donor database and outreach tools and coordination of different staff involved in development; and
- Other duties and special projects as assigned, which could include support for staff involved in grant writing and foundation relationships.

### **QUALIFICATIONS/SKILLS/EXPERIENCE**

The ideal candidate will possess many of the following professional and personal knowledge, experiences, skills, and abilities:

- 5 years or more of successful fundraising with experience in development, major donor stewardship, and event planning, with a preference for individuals with experience securing gifts of \$25,000-\$100,000;
- Supervisory experience and managing team projects;

- An understanding of different perspectives and generational interests and desire to integrate this into fundraising;
- Attention to detail, ethics, and confidentiality;
- Demonstrated track record in building and maintaining trusting and effective relationships with a variety of partners, managers, and staff;
- Strong knowledge, appreciation, experience, and commitment to working with Alaska Native peoples, Tribes, Indigenous organizations, and a variety of community and grassroots organizations;
- Demonstrated success in working independently, with the ability to problem-solve complex problems, prioritize and implement multiple tasks simultaneously, meet deadlines and manage multiple projects;
- Demonstrated experience designing and developing effective goals-focused fundraising and donor stewardship strategies with success using best practices and new technologies;
- Demonstrated success with collaborative projects working effectively as a member of a team, with people from a variety of different racial, ethnic, socioeconomic, educational, religious, sexuality, gender, and generational backgrounds;
- Excellent verbal and written communication skills; excellent active listening, collaboration-building, and other interpersonal skills; and
- Skilled in donor database and campaign software, and standard office software including but not limited to Microsoft Office, Google suite, and other general office software. Experience with CRM software, preferably Virtuous and Salesforce is a plus.

## **WORK LOCATION**

- Alaska Conservation Foundation's office is in Anchorage, Alaska but we are open to work from home and remote work locations within Alaska.
- The majority of the work is conducted in an office or home office. Occasional periods outdoors may be required.
- National and statewide travel for donor visits, fundraising events and conferences is required.

## **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 match after 1 year of service;
- Work-life balance benefits: generous paid time off; 12 paid holidays, parental leave, emergency leave, 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.*