



**Title:** Development Associate

**Reports to:** Development Director

**Status:** Full-time, Exempt

**Salary:** \$45,000-\$50,000.

**Location:** Dena'ina Lands; Anchorage, Alaska

### **Organization Overview**

The Alaska Center envisions a thriving, just and sustainable Alaska for future generations. We engage, empower, and elect Alaskans to stand up for clean air and water, healthy communities and a strong democracy. In partnership with our sister organization, The Alaska Center Education Fund, we achieve our vision through youth engagement and leadership development, community organizing and mobilization, and supporting leaders who champion our values.

We are committed to supporting, centering, and working with Black, Indigenous, and People of Color, Working-Class and Low-Income people, Women, LGBTQIA2+ people, and Disabled people in addressing the many crises that impact us. We strongly encourage people with these identities or who are members of other marginalized communities to apply.

### **Position Overview**

The Development Associate will work closely with the Development Director, Executive Director, Communications team, and program staff to increase AKC/EF's donor base and deepen the engagement of supporters. Extensive fundraising experience is not required, but the right candidate will be passionate about our mission and understand the critical importance of engaging supporters to sustain our work.

This is a full-time position located in Anchorage, AK. We are currently working a remote/in-person hybrid schedule with a minimum of two days in the office.

### **Responsibilities:**

Fundraising:

- Coordinate with Development Director to plan and execute AKC/EF's Development Plan
- Support and assist direct mail and email grassroots fundraising campaigns
  - Plan and implement an annual calendar of mail and online campaigns
  - Produce and edit content for fundraising communications, social media, direct mail appeals, and other communications
- Provide integral support for AKC/EF's largest fundraiser, the spring auction, including supervision of silent auction (procurement, database, and auction)
- Manage monthly sustaining donor program
- Coordinate with the Organizing team to create strategies that inspire activists to become donors and ascend meaningful ladders of engagement
- Support grants team in timely processing, tracking, and writing grant proposals and reports as assigned

#### Database Management

- Update and maintain clean donor data
- Record fundraising activity including correspondence with donors, appeal letters, and event data
- Create, maintain and assist in the management of online donation and ticket pages

#### Gift Processing and Acknowledgement

- Process weekly contributions and prepare scheduled reports (first time donors, failed sustaining donors, etc.)
- Execute weekly gift acknowledgements; update content seasonally

**Qualifications:** We seek a candidate who is passionate about the vision and missions of AKC/EF and shares our organizational values. In addition, the right candidate will have the following qualifications:

- Genuine interest in people -- connecting them, understanding their interests, building relationships, and looking for opportunities to engage them in our work
- Comfort asking for financial support; appreciates the value of giving people opportunities to use their financial resources to uphold their values
- Commitment to understanding issues of race, class, gender, and other identities as they relate to philanthropy and to create a more equitable and inclusive fundraising program
- Great interpersonal skills, able to work well on a team and manage projects that require input from multiple staff, across departments
- Excellent written and verbal communication skills
- Organized, attention to detail, self-starter

- Ability to use or willingness to learn database systems (SmartVAN EveryAction and Greater Giving)
- Ability to work in a fast-paced environment; ability to multitask

**Desired Qualifications (not required):**

- Two years experience fundraising for nonprofit organization or political campaign
- Experience coordinating in-person and virtual events
- Experience using SmartVAN EveryAction (VAN)

**Salary, benefits, inclusion:** Salary within range is dependent on experience, with a generous and competitive benefits package. All of The Alaska Center staff have access to professional development opportunities, including training. The Alaska Center is an equal opportunity employer. Employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, gender identity or expression, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status, or any other protected characteristic as established under law.

**To Apply:** Email your resume and cover letter to [jobs@akcenter.org](mailto:jobs@akcenter.org) with “Development Associate” in the subject line. Please address how your qualifications match the job description and why you want to work for our organization in your cover letter. We encourage you to apply even if you do not meet every qualification listed. Applications accepted until the position is filled. The first review of applications will be June 15, 2022. Email [chantal@akcenter.org](mailto:chantal@akcenter.org) with questions.