



Job Title: Development Associate

Reports to: Development Director

Salary Range: \$48,000-\$50,000 Commensurate with Experience

Status: Full-time, Exempt

Location: 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, a strong democracy, and for a fair and equitable transition from an extractive economy to a regenerative economy. In partnership with our sister organization The Alaska Center Education Fund, we advance our vision through youth engagement and leadership development, community organizing and mobilization, and electing leaders who champion our shared values.

Position Overview

The Development Associate will work closely with the Development Director, Executive Director, Communications team, and program staff to increase The Alaska Center's donor base and deepen the engagement of supporters. Extensive fundraising experience is not a must, but the right candidate will thrive on relationship building and understand the critical importance of engaging others to sustain our work over the long-term.

Primary Responsibilities:

- Process weekly contributions and prepare reports
- Execute weekly gift acknowledgements
- Database management:
 - Maintain integrity of donor data (updating, cleaning)
 - Record fundraising activity including correspondence with donors, meeting notes, appeal letters
- Perform duties that support fundraising and membership development, such as processing mail, filing, responding to organization email and phone inquiries
- Assist development team with call time: planning, record keeping, and follow-up
- Coordinate grants team in timely execution and tracking of grants
- Coordinate fundraising events including our annual spring auction, and oversee item procurement
- Produce and edit content for fundraising communications, social media, direct mail appeals, and other communications
- Manage grassroots email and mail fundraising activities

- Support stewardship program:
 - Collaborate with Development Director on annual stewardship calendar
 - Manage and expand monthly sustaining donor program
- Coordinate with the Organizing team to create strategies that inspire activists to become donors and ascend meaningful ladders of engagement
- Cultivate and deepen relationships with current and prospective supporters

Qualifications:

We seek a candidate who is passionate about the vision and missions of The Alaska Center and The Alaska Center Education Fund 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; appreciate the importance of giving people opportunities to use their financial abilities to support their values
- Great interpersonal skills, able to work well on a team and manage projects that require input from multiple staff and across departments; self-starter
- Excellent written and verbal communication skills; high attention to detail
- Experience coordinating in-person and virtual events
- Persuasiveness and ability to procure donors, funders and items needed for fundraising efforts
- Ability to use or willingness to learn database systems
- Ability to work in a fast-paced environment; ability to handle multiple projects simultaneously
- Commitment to understand race, class, gender, and other equity issues in philanthropy and create a more equitable and inclusive fundraising program

Desired (but not required) Skills and Qualifications:

- Two years of experience fundraising for nonprofit organization or political campaign
- Experience using EveryAction (VAN)

This is a full-time position based in Anchorage, Alaska. Salary is dependent on experience with a generous and competitive benefits package. All 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

To apply, email your resume and cover letter to jobs@akcenter.org. Position open until filled. Review of applications will begin on November 16, 2020. Email polly@akcenter.org with specific questions. No phone calls, please. We are currently working remotely during COVID-19.