



JOB DESCRIPTION

MARKETING & DEVELOPMENT ASSOCIATE

CAMP FIRE USA ALASKA COUNCIL

FLSA STATUS: Non- Exempt - Full Time
REPORTS TO: Director of Development

POSITION DESCRIPTION

The Marketing & Development Associate provides high level administrative support of a complex nature for all areas of the agency's Marketing and Development functions, and bears primary responsibility for the department's records management and reporting.

ESSENTIAL FUNCTIONS

Records Management and Reporting

Data integrity is essential to the success of development activities and this position has the responsibility of ensuring and maintaining the highest standards of data integrity for the Council's donor records. This responsibility includes:

- The coordination of all gift and pledge processing activities ensuring accuracy, timely acknowledgement, appropriate recognition and regular reporting
- The utilization of Grant Management Protocol for grants, contracts and corporate contributions.
- The development of proactive strategies to constantly improve and monitor data integrity and database changes.

High Level Support for Annual Fund, Capital Campaign and Marketing Activities

The Marketing and Development Associate plays an important role in stewarding relationships with the Council's various stakeholders and supporting efforts to bring additional resources to the agency. In this role, the Marketing and Development Associate will perform the following:

- Coordinate meetings and events
- Draft correspondence, reports and presentation materials.
- Conduct research and assist with grant writing
- Provide exemplary customer service through interactions with internal and external stakeholders
- Exemplify the council's value statements, vision and mission in all actions, communications and relationships.
- Ensure ethical compliance as defined by the Association for Fundraising Professionals.

KNOWLEDGE/SKILLS:

- Excellent interpersonal and communication abilities, especially listening skills to discern solicitor and donor interests and concerns. Ability to communicate effectively and respectfully on the phone and in person with donors, board members, volunteers, staff and the general public.
- Demonstrated success with database management.
- Demonstrated ability to write clearly and precisely, and strengths in proofreading and visual review.
- Excellent computer skills and experience with word processing and graphic design applications. Knowledge of *Photoshop*, *In Design* and electronic communications software highly desired.
- Attention to detail, accuracy and confidentiality are essential in managing donor records and ensuring ethical fundraising practices.
- Ability to manage multiple priorities and multi-faceted projects at various stages of completion. Capacity to understand the development role of timing and immediacy and establish realistic daily and weekly objectives. Capable of leading, managing and/or assisting in several projects at once.
- Ability to work independently and as part of a team.
- Ability to deal with the stress of meeting deadlines and financial goals.
- Confident, business-like and professional presentation.

QUALIFICATIONS

- Bachelor's degree
- Minimum of 4 years' progressively responsible experience in an office environment managing a variety of projects. Development experience with non-profit, advocacy or other community based groups highly desired.

WORKING CONDITIONS/PHYSICAL EFFORT:

- Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

Camp Fire USA Alaska Council is an Equal Opportunity Employer
Job Description Available at www.campfireak.org

Email cover letter, resume and three professional references with contact information to:
humanresources@campfireak.org