

Job Description
Development Associate
Pacific Northern Academy

The Development Associate supports the various fundraising initiatives of Pacific Northern Academy.

Classification: Hourly, non-exempt. This is a 12 month, 20 hours per week position

Reports to: Head of School

Compensation: Based on experience, \$16-20 per hour. Benefits include partial tuition remission.

Responsibilities

- Support all facets of the school's fundraising efforts
- Maintain and manage gift records, receipts, and acknowledgements, and constituent information for the Pacific Northern Academy database
- Produce standard and financial reports including donor and prospect lists
- Provide lists and labels for various mailings
- Supervise and monitor access to database by approved volunteers
- Coordinate data gathering from individuals to help update and maintain the database
- Play a leadership role in coordinating the school's special events.
 Work closely with Event Committees to coordinate volunteer opportunities, oversee data entry, act as on-site liaison with donors, sponsors and volunteers as needed.
- Facilitate publication of the school's publication: Annual Report, Head's Updates, etc.
- Support volunteers to carry out the activities of the development office.

- To perform other duties as assigned by the PNA head of school.

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Application Procedure: To apply, submit a letter of interest, résumé and references to:

Mark Niedermier
Head of School
Pacific Northern Academy
550 Bragaw Street
Anchorage, AK 99508
employment@pacificnorthern.org

PNA is committed to a guideline of equal opportunity. Applicants will be evaluated in regard to qualification without regard to race, color, religion, age, sex, national origin, marital status, sexual preference, medical condition or any other classification protected by law.