



ALASKA MINERS ASSOCIATION

121 W. FIREWEED SUITE 120 | ANCHORAGE, ALASKA | 99503 | 907.563.9229 | ALASKAMINERS.ORG

Alaska Miners Association Membership & Fundraising Coordinator March 2017

This position serves as the Membership and Fundraising Coordinator for the Alaska Miners Association.

This position is a dynamic and creative professional fundraiser responsible for securing new contributions, sponsors, and income; executing fundraising programs and events; membership retention, recruitment, and management; developing relationships; and managing a robust membership of statewide mineral industry representatives.

Position: Full time, based in Anchorage, Alaska

Salary and Benefits: Depends on Experience

Duties:

- Provide excellent customer service for members and potential members.
- Maintain existing, and build new sponsor relationships through effective communication. Convert new sponsors into committed supporters through identification of shared goals and values.
- Manage and continuously update membership database(s) and develop membership reporting and communication tools.
- Assist in development of new member programs, events that attract new members, and engage and retain existing members.
- Recruit new members to the Association through a variety of sources including referrals, the Internet, periodicals, industry inquiries, and direct leads.
- Work with supervisors to develop membership recruitment and retention materials; including membership directory, pitch packets, and more.
- Manage AMA's fundraising events through sponsorship, trade shows, and coordination of logistics.
- Direct solicitation of necessary funds to underwrite events and fund AMA's mission.
- Manage event budgets with multiple planners; monitor income and expense decisions throughout planning process and report to Deputy and Executive Director.
- Market member events and provide staff support as needed to existing and potential members and attendees.
- Track and maintain member participation and engagement statistics by creating reports and spreadsheets that clearly illustrate member involvement.
- Design event and Association flyers and other basic marketing materials.
- Be first point of contact for organization or industry inquiries; dispatch requests to appropriate contacts
- Perform other related administrative duties as assigned.

Qualifications

- Completed studies in business, communications, marketing or related fields.
- Some work experience in Communications, Public Relations, or Customer Service fields.
- Membership and database management skills.
- Research and data collection skills.
- Self-starter; must be able to take initiative and be proactive in a small office.
- Experience with membership organizations and/or community outreach preferred.



- Motivated and energetic learner with a good sense of humor.
- Excellent written and verbal skills, drafting and proofreading, telephone and in-person customer service.
- Comfortable with working in a collaborative team environment, and independently with minimal supervision.
- Ability to multitask, organize several projects simultaneously, and to be articulate.
- Ability and willingness to work irregular hours, including evenings and weekends, and to attend meetings beyond the framework of the normal working schedule.
- Highly organized with the ability to meet tight deadlines.
- Must be proficient with Microsoft Word, Excel and PowerPoint; email and calendar management software.
- Familiarity with Adobe Creative Suite software. Experience with, but not limited to, Adobe Illustrator, InDesign and Photoshop.
- Graphic design and WordPress web design experience preferred.

To Apply

To apply, submit resume, cover letter, writing sample, and references to Deantha Crockett, AMA Executive Director via email Deantha@alaskaminers.org