



## All Alaska Pediatric Partnership Administration and Finance Coordinator

**Principal Responsibilities:** The All Alaska Pediatric Partnership (A2P2) Administration and Finance Coordinator has the principal responsibility of supporting the organization's administrative and financial management processes. This position works closely with the A2P2 Director of Administration & Finance to plan and carry out the organization's administrative operations; grant applications; tracking and reporting of financial activities; fund development activities, including fundraising and event sponsorship opportunities; fund development-related social media presence; and donor recognition.

### POSITION DETAILS

**Reports to:** Director of Administration & Finance

**Supports:** Leadership Team and Program Staff (as applicable)

**Oversees:** N/A

**Location:** Anchorage office (Hybrid)

**FLSA Classification:** Exempt; Salary, Full-Time

**Compensation:** \$65,000 – \$70,000

**Benefits:** Competitive benefits program includes medical, dental, vision, HSA, generous PTO plan and 11 paid holidays, 403B retirement plan and employee assistance program.

**Closing Date:** Open until filled. First review of applicants on January 21, 2026. Only applications with a resume and cover letter will be reviewed.

### RESPONSIBILITIES

#### Administration & Finance Coordinator Responsibilities:

##### Administration Duties

1. Work with the Director of Administration & Finance to support the organization's overall administrative operations.
2. Provide support and execute regular processes related to A2P2's monthly payroll and administration of employee benefits.
3. Provide support for Human Resources activities such as recruitment, on/off boarding of staff, and updating policies & procedures.
4. Provide support for the coordination and maintenance of vendor contracts and other relevant administrative duties as assigned.

##### Finance Duties

5. Support the Director of Administration & Finance with the development and implementation of the organization's Fund Development Plan to support A2P2's strategic goals.
6. Manage fundraising and donor recognition platforms, including the coordination and tracking of fundraising activities and donor recognition from inception through post-event follow-up.

7. Maintain A2P2's fund development donor and sponsor data in the organization's Salesforce database, in collaboration with A2P2's office Administrator and program staff. This includes routine donor database design, maintenance and customization with guidance from the Director of Administration & Finance.
8. Collaborate with program staff to develop and execute fundraising marketing campaigns, such as Pick.Click.Give; support the solicitation and tracking of event sponsorships; and assist with occasional event activities as needed.
9. Research and assist in the vetting of potential grants and fundraising opportunities.
10. Coordinate grant application activities, including gathering required content and data from staff to assemble and complete grant applications.
11. Support the Director of Administration & Finance with the management of internal grant tracking and reporting systems to ensure compliance and support the preparation and submission of all required reporting in accordance with funder formats and timelines.
12. Support the Director of Administration & Finance with management and execution of financial workflow processes for the organization's grants, including working with A2P2's Office Administrator to monitor progress and ensure expenses are appropriately coded.

## ORGANIZATIONAL STANDARDS

1. We are guided by our mission: Transform systems of care and increase equitable access to health care and related services to ensure all Alaska's children reach their full potential.
2. Our mission can be fulfilled only through successful partnership with communities and service providers statewide. We are individually responsible for supporting these collaborative and cooperative relationships.
3. We value systems and procedures and understand the importance of utilizing current procedures consistently so they may be accurately evaluated and continually improved.
4. We are continually improving, seeking innovative ways to achieve our purpose while understanding that the best evolution of systems and processes is iterative and based on data and experience.
5. We are data driven; capturing information, tracking activities, reporting and analyzing data are regular recurring activities.
6. We are Alaska focused – fulfilling our purpose is a statewide effort with a sense of community "close to home."
7. All client materials and information will be held as *strictly confidential* and will be appropriately secured.
8. Employees are encouraged to recommend ideas for the vision of the organization, innovations and improvements within their department and position that are consistent with our core purpose.

## EDUCATION AND EXPERIENCE:

- Bachelor's degree or equivalent experience in business administration, finance, public relations, marketing and communications, human relations, health care administration, or other related fields.
- A minimum of two years' experience in administration, communication and marketing and/or fund development.
- Proficient in Excel and Microsoft Office Suite with the demonstrated ability to learn new software applications.

## PREFERRED BUT NOT REQUIRED:

We recognize an ideal candidate may not possess all the experience and knowledge listed in this description. The following are areas in which experience is preferred but not required:

- A minimum of three years' experience with grant writing and/or grants & budget administration, contracts management, program development and/or planning.

- Experience working with diverse communities and demonstrated understanding of working towards equity and inclusion.
- Experience in financial or budget management.

## SKILLS, KNOWLEDGE AND ABILITIES

- Excellent communication and interpersonal skills, both written and verbal, and the ability to effectively present information and respond to questions from all levels and sources.
- Strong motivation and initiation skills, ability to prioritize multiple tasks, excellent organization, and time management skills, with strong attention to detail.
- Demonstrated ability to track workplans and budgets.
- Demonstrated personal and interpersonal qualities that support the mission and core values of the organization.
- Demonstrated ability to develop, lead, and manage projects both independently and as a member of a team.
- Ability to use computer programs and data systems to accomplish tasks, manage schedules, and organize multiple and complex program components.

## NOTES

**Nature of Employment:** Any description of work is a picture of the major responsibilities of a position at a given point in time. Jobs are dynamic and assignments/priorities may change. The primary purpose of this description is to outline and communicate key tasks and expectations for the position. This description does not imply or create a contractual relationship. All Alaska Pediatric Partnership is an at-will employer.

**Equal Opportunity:** The All Alaska Pediatric Partnership is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, disability, sex, marital status, changes in marital status, pregnancy or parenthood.

## HOW TO APPLY

**Qualified applicants may send both a cover letter and resume to [employment@a2p2.org](mailto:employment@a2p2.org).** The position is open until filled; however, cover letters and resumes will be reviewed on January 21, 2026. **Applications submitted without a cover letter will not be considered.**