

JOB DESCRIPTION



JOB TITLE	Director of Development I
JOB FAMILY	Development
JOB NUMBER	150010
SALARY GRADE	9
STATUS	Salaried
DATE	July 2018

A LITTLE ABOUT US

Founded in 1951, the Nature Conservancy is a global conservation organization dedicated to conserving the lands and waters on which all life depends. Guided by science, we create innovative, on-the-ground solutions to our world's toughest challenges so that nature and people can thrive together. We are tackling climate change, conserving lands, waters and oceans at unprecedented scale, providing food and water sustainably and helping make cities more sustainable. One of our core values is our commitment to diversity. Therefore, we strive for a globally diverse and culturally competent workforce. Working in 72 countries including all 50 United States, we use a collaborative approach that engages local communities, governments, the private sector, and other partners. To learn more, visit www.nature.org or follow @nature_press on Twitter.

YOUR POSITION WITH TNC

The Director of Development – Wyoming (DoD I) is responsible for the management planning and implementation of a comprehensive Development program in Wyoming that secures the necessary financial resources from individuals, foundations, and corporations to support conservation goals in Wyoming and around the world.

ESSENTIAL FUNCTIONS

Reporting to the State Director, the Director of Development I will lead a comprehensive major gifts program, including the continuation of our Wyoming Conservation Campaign (\$50M) in alignment with the Conservancy's 2020 goal. The Director will build on existing fundraising activities to create and implement strategies for the cultivation and solicitation of a portfolio of major gift prospects, including individual, foundation and corporate donors. The Director will be responsible for cultivating a solid working relationship with our Board of Trustees, demonstrated by the Board's continued involvement in fundraising efforts. In addition to working with the Board, the State Director and the Wyoming Management team, the Director will meaningfully engage a range of constituents in the Conservancy's work.

The person will discuss assets proficiently and will be able to identify opportunities for gifts of assets or other non-cash gifts, such as planned gifts and trade lands. The Director will provide opportunities for donors to receive recognition and increase future giving opportunities. Additionally, the Director will effectively engage appropriate conservation staff in the field and staff at the Worldwide Office of TNC and will keep them apprised of interactions, issues or concerns.

The Director will support and recommend appropriate usage of the State Director and Board's time. Additionally, this person is responsible for leadership and management of his/her direct reports and has overall responsibility of a staff of 5, including two Associate Directors of Development, a Major Gift Manager, a Development Assistant and a Donors Relations and Outreach Manager, establishing fundraising goals and tracking results. Goals are set annually.

RESPONSIBILITIES & SCOPE

- Broad management and supervisory responsibility for the Development Team, which includes hiring, training, coaching, professional development, establishing clear directions, setting "stretch" objectives, and overseeing the execution of day-to-day work.
- Accountable for fundraising goals of \$3 to \$7 million per year in donations and planned gifts, supervising a fundraising department (Development Team) of five.
- Accountable for identifying and meeting local chapter goals, working with worldwide staff to raise funds for global programs, and with regional staff to support collaborative conservation initiatives with other chapters and partners.
- Develop and administers fundraising objectives, and an expense budget of approx. \$600,000; evaluates results and develops corrective strategies as needed.
- Work closely with State Director, Trustees and others in fundraising, including events, donor cultivation and solicitation.
- Build and strengthen the chapter's donor pipeline by overseeing discovery efforts.
- Participate as an active member of several chapter staff and board teams and committees including but not limited to the Leadership Management Team, the Marketing team and the Nominations and Finance committees
- Commit actions and resources in a way that may affect the organization's public image, and/or bind the organization financially or legally.
- Ensure that programmatic commitments, TNC policies and procedures, financial standards, and legal requirements are met and managed for ethical compliance.
- Implement and direct multiple projects, directing work of staff, managing budget, setting deadlines, and ensuring accountability.
- Maintain confidentiality of frequently sensitive and emotionally charged information.
- Manage strategic initiatives through collaboration with stakeholders
- Maximum opportunity to act independently, resolves complex issues within program area.
- May direct or participate in negotiations for complex, high profile or sensitive agreements.
- Travel up to 30% of time, possibly on short notice, work frequent long hours and occasional weekends.
- Lead new programs/initiatives that will ensure department and organization-wide goals and strategies are achieved.

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

MINIMUM QUALIFICATIONS

- Bachelor's degree and 7 years related experience.
- Experience asking for and closing major gifts.
- Experience building and maintaining long-term relationships with fundraising constituents such as major donors, foundations and corporations.
- Experience in planning and delivering budgetary responsibilities.
- Experience managing and supervising a multidisciplinary team.
- Experience, coursework, or other training in principles, practices, and procedures of charitable giving, particularly in the areas of capital campaigns, major gifts and planned giving.

DESIRED QUALIFICATIONS

- Track record of raising 6-7 figure gifts
- Demonstrated experience in managing capital campaigns
- Effective leadership, management and training skills.
- Experience in managing a geographically dispersed team.
- Excellent communication and writing skills via presentations, conversations, and documents.
- Proficiency in synthesizing materials from multiple sources into a coherent and accurate summary.
- Expert knowledge of current and evolving trends in major gifts giving and solicitation, including social media platforms
- Knowledge of advanced gift planning concepts.
- Understanding of best practices in non-profit management.

ORGANIZATIONAL COMPETENCIES

Builds Relationships	Builds productive relationships by interacting with others in ways that enhance mutual trust and commitment.
Collaboration & Teamwork	Works collaboratively with stakeholders across levels, geographies, backgrounds, and cultures to improve decisions, strengthen commitment, and be more effective.
Communicates Authentically	Communicates proactively and in a timely manner to share information, persuade, and influence with the appropriate level of detail, tone, and opportunities for feedback.
Develops Others	Takes ownership to help develop others' skills, behaviors, and mindsets to help them maximize their workplace contributions.
Leverages Difference	Demonstrates commitment to harnessing the power of differences strategically; consistently sees, learns from, and takes strategic action related to difference; and demonstrates the self-awareness and behaviors to work across differences of identity and power respectfully and effectively with all stakeholder. Actively seeks to build and retain a diverse workforce and fosters an equitable inclusive workplace by drawing upon diverse perspectives.
Systems Leadership	Thinks and acts from a broad perspective with a long-term view and an understanding of 1) the dynamic nature of large-scale challenges and 2) the need for integrating five key practices: skillfully engaging appropriate people; providing a clear process for change; taking a holistic view of situations; focusing on a small number of strategic actions, while learning from and adapting them over time; and being aware of how one's own thinking or patterns of behavior may be limiting change.

This description is not designed to be a complete list of all duties and responsibilities required for this job.

HOW TO APPLY:

Visit www.nature.org/careers and apply online with cover letter & resume to job #47044. All resumes and required cover letters must be submitted through The Nature Conservancy's online application system. Please upload them into your application as a single document. The application deadline is December 31, 2018 at Midnight EDT. If you experience technical problems with the site or application process, please contact applyhelp@tnc.org and include the job opening ID.

The Nature Conservancy is an Equal Opportunity Employer. Our commitment to diversity includes the recognition that our conservation mission is best advanced by the leadership and contributions of men and women of diverse backgrounds, beliefs and cultures. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military or veteran status or other status protected by law.