

POSITION DESCRIPTION



BUSINESS TITLE	Development Coordinator
JOB TITLE	Development Program Specialist II
JOB FAMILY	Development
JOB NUMBER	700034IC
SALARY GRADE	6
STATUS	2 Year Fixed-Term Contract
LOCATION	Australia or Auckland, NZ
REPORTS TO	Director of Development, Oceania Program
DATE	April 2026

A LITTLE ABOUT US

Founded in 1951, The Nature Conservancy (TNC) is a global conservation organisation 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 the twin crises facing our planet - climate change and biodiversity loss.

One of our core values is our commitment to diversity. Therefore, we strive for a globally diverse and culturally competent workforce. Working in 80 countries, we use a collaborative approach that engages local communities, governments, the private sector, and other partners. To learn more about our global organisation, visit www.nature.org or follow @nature_press on X.

The Nature Conservancy first commenced operations in Australia in 2002. Since that time TNC Australia has grown significantly and now conducts work in all Australian states and territories. Our work focuses on four conservation strategies – Outback (including our work with Indigenous Aboriginal & Torres Strait Islander peoples, supporting their efforts to manage their Country for its cultural and conservation values); Oceans (including our critically endangered shellfish reef building program in the bays and estuaries of southern Australia from Perth to Noosa); Nature and Agricultural Landscapes (including innovative water funds in the Southern Murray-Darling Basin); and Protect (working with partners, including governments, to achieve protection, restoration and improved management of 30% of our oceans and lands by 2030). To learn more about our work in Australia visit www.natureaustralia.org.au.

YOUR POSITION WITH TNC

The Development Coordinator works closely with the TNC Development teams in Australia, Oceania, the Asia Pacific Region, the US and Europe to coordinate and deliver effective multi-year strategies and plans for prospective and current middle donors and Gift in Wills supporters, including a mixture of both foundations, and individuals. The Coordinator works closely with the Director of Development (Oceania) and the Development Communications Manager to design and deliver one to some donor journeys to deeply engage, retain and grow the donor and legacy pipeline to secure the funds needed to meet the Conservancy's conservation work and our 30x30 targets. They manage a portfolio of donors and Gifts in Wills supporters based in Australia and New Zealand to secure gifts, grants and pledges from individuals, foundations and at times corporate donors who have the capacity to make significant gifts towards TNC's conservation priorities within Australia, as well as other strategic geographies around the world— with a focus on the Oceania (Australia, New Zealand, Solomon Islands, Papua New Guinea).

ESSENTIAL FUNCTIONS

The Development Coordinator is responsible for building, cultivating and stewarding a portfolio of middle donors and Gift in Wills supporters to secure current and future income in support of TNC's goals. They will design and deliver an integrated Middle Donor and Gifts in Will program that increases lifetime value by acquiring new mid-value supporters, retaining and upgrading existing donors, and identifying and nurturing future major and bequest donors. They understand and apply the principles of developing one to some donor strategies, to acquire, retain and grow the portfolio and pipeline towards high-value, long-term donor engagement. They build collaborative relationships with conservation colleagues to share knowledge and program developments with donors to ultimately increase support. The Coordinator will be responsible for

building and managing a both the middle donor and Gifts in Wills pipeline including designing and executing direct marketing appeals, pipeline moves and deepening engagement and creating a community of legacy supporters. This role also includes liaising with appropriate partners in the Worldwide Office, aligning our work and staying up to date with the global mid donor and Gifts in Wills best practices. The Coordinator will be required to work within the Conservancy's donor database and to participate in the development and presentation of plans, appeals and reports. They may undertake prospect research. They may also be responsible for volunteer engagement within formal and/or informal networks. They may organise strategic events to steward current donors and cultivate new prospect.

RESPONSIBILITIES & SCOPE

- Manage a portfolio of 300+ middle donors and Gifts in Wills supporters
- Develop a multi-year Middle Donor and GIW strategy aligned to organisational fundraising and impact goals
- Define clear income, engagement, and pipeline targets across cash giving and bequest intentions
- Segment donors using giving history, capacity indicators, and engagement signals
- Balance short-term cash income with long-term pipeline value (major gifts and GIW)
- Maintain prospect and donor records on TNC's CRM, keeping records updated in a timely manner
- Build and manage annual budgets, forecasts, and income projections
- Use ROI and lifetime value modelling to prioritise investment
- Test and optimise channels, propositions, and stewardship approaches
- Use data and insights to personalise asks, stewardship, and recognition
- Deliver a mix of high-touch and scalable engagement, including calls, personalised emails, impact updates, and events
- Ensure donors feel known, valued, and connected to purpose
- Act independently and in supervisor's stead as needed, exercise independent judgment to identify and solve problems
- Translate organisational outcomes into donor-relevant impact stories
- Develop strong written and verbal stewardship, including reports, thank you calls, and updates
- Maintain consistent, values-led communication that builds trust and loyalty
- Demonstrate sensitivity and follow best practice in handling confidential information
- Ensure compliance with TNC policies and procedures and external (philanthropic sector/legal/IRS) requirements
- Meet financial responsibilities by working within a budget and meeting fundraising objectives
- Work collaboratively and supportively when engaging with people both internal and external to TNC, adhering to our values at all times
- Manage assigned projects, coordinating the work of peers and meeting deadlines
- Manage or participate in complex or sensitive negotiations if required
- Work environment involves only infrequent exposure to disagreeable elements and minor physical exertion and/or strain.

MINIMUM QUALIFICATIONS

- Bachelor's degree and 3 years related experience or equivalent combination.
- Experience generating reports, and analyzing and interpreting data.
- Experience working across departments.
- Experience with current technology in relevant field.
- Experience, coursework, or other training in principles and practices of relevant field.
- Fluent in English language.

TO APPLY:

Please submit your CV and cover letter to aushr@tnc.org, with the relevant job title listed as the subject line.

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

ORGANISATIONAL 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, behaviours, and mindsets to help them maximize their workplace contributions.
Leverages differences	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 behaviours to work across differences of identity and power respectfully and effectively with all stakeholders. 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: skilfully 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 behaviour may be limiting change

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 people of all genders with 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, colours, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military or veteran status or other status protected by law.