

## Associate Director of Development

### Who We Are:

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The Nature Conservancy's mission is to protect the lands and waters upon which all life depends. As a science-based organization, we create innovative, on-the-ground solutions to our world's toughest challenges so that we can create a world in which people and nature thrive. We're rooted in our Mission and guided by our Values, which includes a [Commitment to Diversity](#) and Respect for People, Communities, and Cultures. Whether it's career development, flexible schedules, or a rewarding mission, there's lots of reasons to love life #insideTNC. Want a better insight to TNC? Check out our [TNC Talent playlist on YouTube](#) or on [Glassdoor](#).

The Nature Conservancy first commenced operations in Australia in 2002. Since that time TNC Australia has grown significantly and now conducts projects in all Australian states and territories. Our work focuses on four conservation strategies – Outback (including our work with many Indigenous Traditional Owner groups, supporting their efforts to manage their country for its cultural and conservation values); Oceans (including our nation-wide 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 and property management 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 30% of our lands by 2030). To learn more about our work in Australia visit [www.natureaustralia.org.au](http://www.natureaustralia.org.au) or follow us on [facebook.com/TNCAustralia](https://facebook.com/TNCAustralia).

### What We Can Achieve Together:

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The Associate Director of Development is part of the TNC Australia Development team and also works closely with the development teams of Hong Kong, China, and the Asia Pacific Region to implement and coordinate effective multi-year strategies and plans for gift prospects, including corporate partnerships, foundations, and individual major donors.

### We're Looking for You:

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By joining our team, you will become part of a group that is a force for nature and people. Our team consists of a dedicated group who are leading the conservation effort on multiple fronts and who expertly bring strategy and action together. We're looking for an individual with fundraising or business development experience who wants to make a difference. The Conservancy is a global conservation leader and one of the top fundraising charities in the United States.

The Associate Director of Development (ADOD) is responsible for managing and building a portfolio of qualified donors and developing relationships. They understand and apply the principles of developing donor strategies. They will be responsible for making direct asks to meet funding needs for both global and local priorities. They listen for opportunities for gifts of assets or other non-cash gifts, such as planned gifts and trade lands, and provide opportunities for donors to receive recognition and increase

future giving. The ADOD works with appropriate partners in the field (i.e. Australia, Hong Kong, China and the Asia-Pacific Region) and staff at the Worldwide Office, keeping them apprised of interactions, issues or concerns, and direct questions as appropriate. They are capable of featuring the programs of the Conservancy in broad terms. They may be responsible for volunteer engagement within formal and/or informal networks. The ADOD will be required to use the Conservancy's donor database and may participate in the development of proposals.

#### **Responsibilities & Scope:**

- Act independently and in supervisor's stead as needed, exercise independent judgment to identify and solve problems.
- Responsibility for decisions that may have program-wide impact and may bind the organization financially or legally.
- Demonstrate sensitivity in handling confidential information.
- Ensure compliance with TNC policies and procedures and external (donor/legal/IRS) requirements.
- Financial responsibility includes working within a budget and meeting fundraising objectives.
- Manage assigned projects, coordinating the work of peers and setting deadlines.
- May manage or participate in complex or sensitive negotiations.
- May supervise support or administrative staff.
- Persuasively convey the mission of TNC to diverse groups who are important to the organization's overall prosperity.
- Travel frequently and on short notice, work long and flexible hours as needed.
- Work environment involves only infrequent exposure to disagreeable elements and minor physical exertion and/or strain.
- Manage a portfolio of 75 – 125 donors, including donors with the capacity to give over \$1,000,000 once the portfolio is developed.
- Responsible for 125 visits and 375 moves annually.
- Annual fundraising goal of \$1,000,000 or more, along with a goal for bequest notifications.

#### **What You'll Bring:**

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- Bachelor's degree and 5 years related experience or an equivalent combination.
- Experience building and maintaining long-term relationships and partnerships with fundraising constituents.
- Experience in asking for and closing gifts of \$25,000 or more and a history of raising \$1,000,000 in one year
- Experience in managing and tracking multiple prospects and donors.
- Experience working with cross-functional teams.
- Experience, coursework, or other training in fundraising principles and practices.
- Fluent in English language.

*Please ensure to address the above requirements in your cover letter.*

## DESIRED QUALIFICATIONS

- Ability to determine an individual's interests, capacity and potential for helping the Conservancy meet its goals, and act appropriately to tie those interests with the Conservancy's work.
- Ability to educate and inform prospective and existing donors about appropriate giving vehicles.
- Ability to implement and manage fundraising plans, including individualized cultivation, solicitation and recognition plans.
- Knowledge of current trends in the charitable giving in the areas of capital campaigns, major gifts or planned giving.
- Demonstrated experience using listening, diplomacy and tact to build strong relationships and motivate donors and volunteers.
- Proven ability to negotiate high profile or sensitive agreements.
- Working knowledge of the basics of charitable gift planning.
- Member of Fundraising Institute Australia.
- Multi-lingual skills and multi-cultural or cross-cultural experience appreciated.
- Experience working on bequest programs.

## What We Bring:

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Since 1951, The Nature Conservancy has been doing work you can believe in protecting the lands and waters that all life depends on. Through grassroots action, TNC has grown to become one of the most effective and wide-reaching environmental organizations in the world. Thanks to more than 1 million members, over 400 scientists, and the dedicated efforts of our diverse staff, we impact conservation throughout the world!

The Nature Conservancy offers a competitive, comprehensive benefits package including: health care benefits, savings plan including employer match, parental leave, accrued paid time off, life insurance, disability coverage, employee assistance program, other life and work wellbeing benefits. Learn more about our benefits at in the [Culture Tab](#) on [nature.org/careers](http://nature.org/careers).

We're proud to offer a work-environment that is supportive of the health, wellbeing, and flexibility needs of the people we employ!

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

## Apply Now:

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Apply by emailing your resume and cover letter, addressing the minimum qualifications, to [aushr@tnc.org](mailto:aushr@tnc.org).

## Our Competencies:

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<b>BUILDS RELATIONSHIPS</b>	Builds productive relationships by interacting with others in ways that enhance mutual trust and commitment.
<b>COLLABORATION &amp; TEAMWORK</b>	Works collaboratively with stakeholders across levels, geographies, backgrounds, and cultures to improve decisions, strengthen commitment, and be more effective.
<b>COMMUNICATES AUTHENTICALLY</b>	Communicates proactively and in a timely manner to share information, address important issues, persuade, and influence with the appropriate level of detail, tone, and opportunities for feedback.
<b>DEVELOPS OTHERS</b>	Takes ownership to help develop others' skills, behaviors, and mindsets to help them strengthen their workplace contributions.
<b>DRIVES FOR RESULTS</b>	Sets challenging goals and objectives based on a strong sense of purpose and high-performance standards and steadfastly pushes self and others for tangible results, while ensuring work-life balance.
<b>LEVERAGES DIFFERENCE</b>	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 stakeholders. Actively seeks to build and retain a diverse workforce and fosters an equitable inclusive workplace by drawing upon diverse perspectives.
<b>SYSTEMS LEADERSHIP</b>	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.

**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 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, protected veteran status or other status protected by law.

TNC is committed to offering accommodations for qualified individuals with disabilities and disabled veterans in our job application process. If you need assistance or an accommodation due to a disability, please send a note to [applyhelp@tnc.org](mailto:applyhelp@tnc.org) with Request for Accommodation in the subject line.

### ***For Internal Reporting:***

Job Title: Associate Director of Development I

Job Family: Development

Internal Job Code: 170003

Salary Grade: 7

Status: Salaried

PeopleSoft Job ID Number: 55394

Date: July 2024