

The Nature Conservancy

Saving the Last Great Places

JOB DESCRIPTION

ASSOCIATE DIRECTOR OF PHILANTHROPY I

JOB TITLE:	ASSOCIATE DIRECTOR OF PHILANTHROPY I
JOB FAMILY:	Marketing - Field
JOB NUMBER:	170003
FLSA STATUS:	Exempt
SALARY GRADE: 7	TIER: 4

ESSENTIAL FUNCTIONS:

The Associate Director of Philanthropy contributes in the creation and implementation of strategies for the cultivation and solicitation of major gifts principally from individual donors, but also including corporate and foundation donors. H/She works closely with the development team through Relationship Management process to determine effective strategies for identified donors and prospects. Discusses assets proficiently and listens for opportunities for gifts of assets or other non-cash gifts, such as planned gifts and trade lands. Provides opportunity for donors to receive recognition and increase future giving opportunities. Understands and complies with all TNC gift-related policies and procedures. Involves and engages appropriate partners in the field and staff at the Worldwide Office, keeping them apprised of interactions, issues or concerns. Ensures ethical compliance, as defined by the Association for Fundraising Professionals.

KNOWLEDGE/SKILLS:

- Bachelor's degree and seven years' related work experience or an equivalent combination of education and experience.
- Three-plus years experience in major gifts fundraising required.
- Successful experience in asking for and closing major gifts of \$50,000 or more (which may include planned gifts) and building and maintaining long-term relationships with fundraising constituents such as major donors and foundations.
- Broad knowledge of planned giving vehicles, with ability to explain them to donors and other staff. Must understand tax and other implications of gifts, though not required to draft planned giving instruments.
- Ability to use existing technology to achieve desired results.
- Successful experience in managing and tracking multiple prospects and donors.
- Knowledge of current trends in charitable giving, particularly in the areas of capital campaigns, major gifts, and planned giving.

COMPLEXITY/PROBLEM SOLVING:

- Ability to design, implement, and direct fundraising initiatives, including individualized cultivation, solicitation and recognition strategies.
- Ability to work in high-visibility, fast-paced and stressful environment.
- Proven ability to negotiate complex, high profile or sensitive agreements.
- Ability to communicate a compelling and inspired vision or sense of core purpose.
- Experiments to find creative solutions.

DISCRETION/LATITUDE/DECISION-MAKING:

- Ability to make good decisions based on analysis, wisdom, experience and judgement.
- Opportunity to act independently.

- Ability to maintain confidentiality.

RESPONSIBILITY/OVERSIGHT –FINANCIAL & SUPERVISORY:

- Financial responsibility includes setting and meeting fundraising objectives, evaluating results and developing corrective strategies as needed.
- Develops multi-year fundraising strategies and goals.

COMMUNICATIONS/INTERPERSONAL CONTACTS:

- Strong written and oral communication and presentation skills; ability to persuasively convey the mission of TNC to diverse groups including donors, corporate executives, board members and others who are important to the organization's overall prosperity.
- Ability to work with and communicate with a wide range of people—the public, chapter leadership, influential donors, prospects and others.
- Ability to educate and inform prospective and existing donors about appropriate giving vehicles.
- Ability to build constructive and effective relationships with development team.

WORKING CONDITIONS/PHYSICAL EFFORT:

- Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
- Ability to work long hours and weekends on occasion (required work week is 35 hours).
- Willingness to travel statewide.

Respond by 8/29/08 by going to our career site at www.nature.org/careers and applying.

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