

Philanthropy Program Specialist I
The Nature Conservancy in Alabama
Date Posted: December 20, 2018

JOB TITLE Philanthropy Program Specialist I
JOB FAMILY Development
JOB NUMBER 700035
SALARY GRADE 5
STATUS Hourly



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 Development Program Specialist I will work as part of a functional team of organizational priority within a development program. The specialist will be responsible for providing resources such as research, gift processing and coding, prospect tracking, stewardship event planning and management, etc.

ESSENTIAL FUNCTIONS

The Development Program Specialist I will work toward meeting the strategic priorities of the team by implementing tactics for approved plans and completing and organizing varied tasks and activities. They will identify day-to-day priorities based on needs of the program. They will manage, track, and report on key data related to the team scope and priorities. The Specialist will perform independent analysis on key program data, which may include donor or gift information. They will be responsible for processing and coding gifts, including proper acknowledgement of all gifts. They will provide support and targeted training related to the functional area of the team. The Specialist I must maintain advanced skills with the systems and resources utilized by the team in order to execute tasks. They will implement processes and practices in order to improve effectiveness based on their in-depth understanding of related policies and procedures. The Specialist I will effectively communicate or distribute information to assist staff in making decisions, solving problems, and improving workflow.

RESPONSIBILITIES & SCOPE

- Act independently on assigned tasks and exercise independent judgment based on analysis and experience.
- Coordinate projects with several variables, work within a defined timeline and budget.
- Does not supervise any staff, but may supervise interns, volunteers, and/or temporary staff.
- Ensure compliance with TNC policies and procedures, and external (donor/legal/IRS) requirements.
- Financial responsibility includes gift processing and coding, working within a budget, processing invoices and transfers, and contracting with vendors.
- Provide input through project teams for the improvement of existing programs.
- Refer difficult questions and unusual problems to supervisor.
- Travel and work flexible hours.
- Work environment involves only infrequent exposure to disagreeable elements and minor physical exertion and/or strain.
- Work is diversified and may not always fall under established practices and guidelines.
- Work within scope of program's strategic goals.

MINIMUM QUALIFICATIONS

- Bachelor's degree and 2 years' experience or equivalent combination.
- Experience building relationships with staff, customers or similar.
- Experience generating reports and interpreting data.
- Experience in business writing, editing and proofreading.
- Experience working across teams.
- Experience, coursework, or other training in principles and practices of relevant field.

DESIRED QUALIFICATIONS

- Multi-lingual skills and multi-cultural or cross-cultural experience are appreciated.
- Ability to analyze information for the purpose of coordinating and planning activities, and solving problems.
- Ability to use existing technology to achieve desired results.
- Ability to work under pressure and perform repetitive data entry tasks.
- Experience interpreting guidelines to achieve desired results.
- Experience with databases and spreadsheet software.
- Knowledge of current trends in the specific field.
- Strong organization skills, accuracy and attention to detail.

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.

For instructions on how to apply for this position, visit:

https://careers.nature.org/psp/tncareers/APPLICANT/APPL/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_SCHJOB&Action=U&FOCUS=Applicant&SiteId=1

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.