



Protecting nature. Preserving life.®

POSITION DESCRIPTION

POSITION TITLE: SR ASSOCIATE DIRECTOR OF PHILANTHROPY, HAWAI'I
JOB FAMILY: Philanthropy
JOB NUMBER: 170004 (ADOD II)
LOCATION: Honolulu, Hawai'i
DATE: April 15, 2019

The Nature Conservancy is a leading conservation organization working to make a positive impact around the world in more than 72 countries, all 50 United States, and your backyard. Founded in 1951, The Nature Conservancy's mission is to conserve the lands and waters on which all life depends. One of our core values is our commitment to diversity, and we are dedicated to a globally diverse and culturally competent workforce. Visit www.nature.org/aboutus to learn more. Through collaborations with an extensive network of partners around the world, we are poised to act on the most complex challenges facing our planet. Our place-based projects serve as living laboratories where new ideas to protect nature are tested and improved. We engage businesses, governments, and community partners in delivering on-the-ground results, proving that these innovations can transform how all sectors of society value and use natural resources. And, by empowering stakeholders with solutions that work, we inspire the kind of action that brings lasting prosperity for people and nature around the globe.

POSITION SUMMARY:

The Nature Conservancy of Hawai'i works with colleagues around the world to implement donor-driven strategies that maximize overall giving to the Conservancy. The Senior Associate Director of Philanthropy (SADOP) is part of the team that is responsible for all aspects of fundraising and development functions for the Hawai'i Chapter. The SADOP works independently and with teams to secure private funds necessary to meet our conservation goals. Additionally, the SADOP is responsible for fundraising for the Palmyra program. The SADOP manages a portfolio of major donors and serves as a team member for donors managed by other programs, who are: 1) qualified for and interested in participating in a Palmyra donor trip; 2) prospects for significant support of Palmyra and/or other priority programs; and 3) giving at a level where their philanthropic engagement with the Conservancy would be deepened by the Palmyra trip experience.

The SADOP works closely with Palmyra program and Hawai'i philanthropy department staff to create and implement effective strategies for identifying donors and prospects, and for the cultivation and solicitation of major gift prospects, including individual, foundation and corporate donors. The SADOP also works closely with philanthropy colleagues throughout the Conservancy, including the Principal Gifts team, Directors and Associate Directors of Philanthropy, and State Directors, using Palmyra donor trips as an engagement opportunity to identify, cultivate, solicit, and steward major donors for Palmyra, Hawaii and global priorities. A wide internal network and positive working relationships with Conservancy colleagues are key elements to success in the position.

The SADOP is an integral member of the Palmyra and Hawai'i program teams and will work closely with all Directors.

S/he assists the Director of Philanthropy (DOP) to establish, implement and track measures and indicators of fundraising program progress and success, and reinforces compliance and consistency with related organizational policies and procedures. The SADOP fully supports the DOP who leads diverse activities,

develops complex processes, achieves project outcomes, and initiates solutions to improve the effectiveness of the Hawai'i Chapter's philanthropy strategy. The SADOP reports to the Director of Philanthropy.

BASIC QUALIFICATIONS:

- Bachelor's degree and 6 years related experience.
- Successful experience in regularly soliciting and closing major gifts of \$50,000 or more.
- Experience building and maintaining long-term relationships with fundraising constituents including major donors, foundations, and corporations.
- Experience in managing and tracking multiple prospects and donors.
- Experience in developing accurate fundraising projections.
- Experience working with cross functional teams, preferably in a large, complex, not-for-profit organization.
- Experience working with fundraising principles and practices.
- Experience, coursework, or other training in current trends in charitable giving in the areas of capital campaigns, major gifts or planned giving.
- Possesses skills to access, interpret, and inform specialized fundraising software to capture donor information.

ESSENTIAL FUNCTIONS:

The SADOP will develop and manage a portfolio of major gift prospects, including high net worth individuals, corporates, and/or foundations. Working closely with the DOP and State Director, the SADOP is responsible for applying complex principles to develop and implement strategies for the cultivation and solicitation for these prospects. The SADOP will feature the programs of the Conservancy in detailed terms and can confidently discuss giving opportunities to a wide range of audiences. In addition to the primary focus on outright giving, the SADOP is expected to discuss assets proficiently and listen for opportunities for gifts of assets or other non-cash gifts, such as bequests, planned gifts and trade lands. The SADOP is also responsible for ensuring donor interactions are recorded in the Conservancy's fundraising management systems in order to track and report progress and ensure institutional memory. The position is responsible for effective stewardship for the donors in his/her portfolio, ensuring recognition, timely stewardship reports and providing ongoing engagement opportunities. The SADOP understands project budgets and may build proposal budgets utilizing this knowledge.

The SADOP works closely with the DOP to provide support to (a) board members, volunteers and program staff who are engaged in fundraising efforts, and (b) ensure the senior conservation program staff is effectively deployed to advance major gifts fundraising efforts by working with them to best shape and articulate the Conservancy's case for financial support for Hawai'i programs and projects. The SADOP also works in close collaboration with regional and Worldwide Office staff to draw on organizational resources to benefit the chapter and Conservancy priorities.

The SADOP carries out these specific duties and others as needed:

- Works with staff in the Hawai'i Chapter and across the Conservancy and takes direction from the DOP to raise critical funding for the Conservancy's high-priority conservation projects in Hawai'i, at Palmyra Atoll, and around the world. Supports the DOP who develops and implements fundraising plan and strategies to secure annual fundraising goals of \$4.5-7 million per year in donations and planned gifts.
- Develops and manages a portfolio of 50-100 donors, including donors with the capacity to give over \$250,000, once the portfolio is developed. The portfolio will consist of donors to the Palmyra program, the Hawai'i program and/or global priorities. Responsible for 50-100 visits and/or personal connections and 180-300 moves annually. Annual fundraising goal of \$1 million or more, along with a goal for bequest notifications.

- Oversees movement of high-capacity donors toward giving potential through effective strategies, moves and solicitations and volunteer/natural partner engagement.
- Leverages constructive and effective relationships with a wide range of people, including leaders within the organization, internal and external senior management, donors, volunteers, public and private sector colleagues, and partners including financial and legal advisors and manages project teams as needed.
- Supports the DOP to provide timely and accurate fundraising reports, analysis, and recommendations to Trustees, senior staff, and project managers.
- Financial responsibility includes working within a budget and meeting fundraising objectives.
- Ensures compliance with TNC policies and procedures and external (donor/legal/IRS) requirements.
- Persuasively convey the mission of TNC to diverse groups who are important to the organization's overall prosperity.
- Works with DOP and the development team to develop and implement an annual fundraising plan.
- Helps to ensure the Philanthropy work is a collaborative and well-integrated effort across the Hawai'i Chapter. Works closely with Finance, Conservation and Communications Programs in developing fundraising, messaging and marketing strategies and providing guidance for funding proposals and related materials.
 - Supports DOP in chapter budget planning to align with market potential and funding opportunities.
 - Contributes to written development plans for identified conservation priority areas, including specific funding opportunities aligned with strategies.
 - Recommends and implements fundraising strategies.
 - Helps DOP to assess effectiveness of the chapter's development plan in support of conservation goals.
- If directed by the DOP, may manage or supervise support or administrative staff.
- Maintains confidentiality of sensitive and emotionally-charged information.
- Manages selected Board of Trustee relationships.

The Philanthropy team is based in the Conservancy's Honolulu office and that is the preferred location for the position.

WORKING CONDITIONS/PHYSICAL EFFORT:

- Work requires occasional physical exertion and/or physical strain, including accompanying supporters on hikes to conservation projects. Work environment involves only infrequent exposure to disagreeable elements.
- Flexibility to work occasional weekends and extended hours. Willingness to travel up to 20% time.

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

ORGANIZATIONAL COMPETENCIES:

Accountability for Outcomes	Pushes for excellence. Establishes challenging goals for self and others to drive performance in support of the Conservancy's mission. Rewards behavior that achieves these standards and is aligned with the organization's mission/values. Takes action to address performance problems in a timely and appropriate manner.
Builds Organizational Capability	Builds or adapts organizational structures to accomplish the mission and to improve performance. This includes reorganizing organizational systems, structures, processes, procedures, communication channels or reporting relationships. With the Conservancy's strategic filter in mind, determines who can contribute, gets the right people involved, and builds bench strength for the future.

Collaboration & Teamwork	Shows a willingness to put the needs and goals of a global organization before personal/local/departmental needs. Works with others across organizational boundaries. Makes decisions, sets priorities, and allocates resources to help the organization as a whole achieve results.
Communications	Effectively expresses messages verbally and in writing. Actively listens to others. Fosters open exchange of issues. Is timely with information.
Courage & Decisiveness	Makes decisions and stands by them. Makes timely decisions even under pressure and when lacking complete information. Has the courage to modify decisions and admit why and how they were wrong.
Flexibility & Innovation	Flexible to changing circumstances. Takes innovative approaches towards work. Takes calculated risks and makes dependable decisions in the face of uncertainty.
Influences for Results	Achieves results by persuading, convincing, or influencing others. Adapts approach to the individual or group and knows how and when to use complex influence strategies. Uses success stories and passion for the mission to generate enthusiasm and support.
Open to Learning	Versatile learner and committed to self-improvement. Employs strengths effectively. Willingly shares knowledge with others. Seeks coaching on areas needing improvement. Adjusts behavior/performance as needed. Views mistakes as learning opportunities.
Organizational Awareness	Understands the basics of our business. Knows how local job relates to the big picture and contributes to the overall strategy. Knows how/why things work inside TNC. Easily moves through internal networks and channels for success.

HOW TO APPLY

If you have a personal passion for conserving and protecting the natural world with a belief in The Nature Conservancy's mission, then please go to www.nature.org/careers and apply online with cover letter & resume uploaded as one document to Job #XXXXXX or directly at <https://apply here>. The application deadline is DATE 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.