

## JOB DESCRIPTION



<b>JOB TITLE</b>	Associate Director of Philanthropy
<b>JOB FAMILY</b>	Development
<b>JOB NUMBER</b>	170003 (Associate Director of Development I)
<b>SALARY GRADE</b>	7
<b>STATUS</b>	Salaried
<b>DATE</b>	June 2020

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### 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](http://www.nature.org) or follow @nature\_press on Twitter.

### YOUR POSITION WITH TNC

The Associate Director of Philanthropy (ADoP) works closely with the development team to implement and coordinate effective multi-year strategies and plans for gift prospects, including corporate, foundation, and/or individual donors.

### ESSENTIAL FUNCTIONS

The ADoP is responsible for building a portfolio of qualified donors and developing relationships. They understand and apply the principles of developing donor strategies. They will be responsible for direct asks to both global and local priorities to meet funding needs. They listen for opportunities for gifts of assets or other non-cash gifts, such as planned gifts and trade lands. The ADoP provides opportunities for donors to receive recognition and increase future giving. They involve appropriate partners in the field 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 ADoP 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.
- Decisions 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.
- 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 corporate/foundation donors.
- Manage a portfolio of <40 individual donors, including donors with the capacity to give \$25,000 or more, once the portfolio is developed.
- Manage the Hawai'i chapter Corporate Council for the Environment and its members.

### MINIMUM QUALIFICATIONS

- Bachelor's degree and 5 years related experience or an equivalent combination.
- Experience building and maintaining long-term relationships with fundraising constituents.
- Experience in asking for and closing gifts of \$25,000 or more.
- 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.

## DESIRED QUALIFICATIONS

- Multi-lingual skills and multi-cultural or cross-cultural experience appreciated.
- 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.

## ORGANIZATIONAL COMPETENCIES

<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, 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 maximize 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 stakeholder. 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.

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

*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, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military or veteran status or other status protected by law.*