

# The Nature Conservancy

## JOB DESCRIPTION

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**POSITION TITLE:** ASSOCIATE DIRECTOR OF PHILANTHROPY  
**JOB TITLE:** Associate Director of Philanthropy II  
**JOB FAMILY:** Philanthropy  
**JOB NUMBER:** 170004  
**SALARY GRADE:** 8  
**FLSA STATUS:** Exempt  
**LOCATION:** Position will be preferably based in Helena. There is flexibility for the position to be based out of Kalispell, Bozeman or Missoula.  
**DATE:** January 2012

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### **BASIC QUALIFICATIONS:**

- Bachelor's degree in marketing, communications or related field and a minimum of 7 years related work experience or an equivalent combination of education and experience. Major gifts fundraising experience required.
- Experience in managing and tracking multiple prospects and donors.
- Experience, coursework, or other training in current trends in charitable giving in the areas of capital campaigns, major gifts and planned giving.
- Experience in asking for and closing major gifts of \$25,000 or more.
- Experience building and maintaining long-term relationships with fundraising constituents such as major donors and corporations.
- Experience in identifying and qualifying new major gift prospects.

### **ESSENTIAL FUNCTIONS:**

Contributes in the creation and implementation of strategies for the cultivation and solicitation of major gift prospects. Works closely with development team to determine effective strategies for identifying new donors and prospects to add to portfolio. 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 opportunity. 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. Understands and complies with all TNC gift-related policies and procedures and ensures ethical compliance, as defined by the Association for Fundraising Professionals.

Manages donors with a capability of \$100,000 over three years. Probably located in a chapter with medium-sized budgets and responsible for an individual fundraising target of \$2 million.

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### **KNOWLEDGE/SKILLS:**

- Bachelor's degree in marketing, communications or related field and 7-9 years' related work experience or an equivalent combination of education and experience. Major gifts fundraising experience required.
- 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. Working knowledge or ability to learn basics of charitable gift planning.
- Successful experience in asking for and closing major gifts of \$ 25,000 or more and building and maintaining long-term relationships with fundraising constituents such as major donors and corporations.

- Ability to inspire, motivate, and marshal resources. Strong interpersonal skills, including ability to positively influence and persuade.

#### **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 and sense of core purpose. Ability to inspire, motivate, and marshal resources throughout the entire organization. Strong interpersonal skills, including ability to positively influence and persuade.
- 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.
- May supervise other staff.

#### **COMMUNICATIONS/INTERPERSONAL CONTACTS:**

- Strong 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.
- Ability to work effectively in high-tension situations and maintain composure under pressure.

#### **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. Willingness to travel frequently and on short notice.
- Ability to travel is required. A majority of the travel will be to destinations in Montana.

**The Nature Conservancy is an Equal Opportunity Employer**