

OFFICE LOCATION

Boulder, Colorado

ABOUT US

The Nature Conservancy is the world's leading conservation organization, working in all 50 states and more than 33 countries. Founded in 1951, the mission of The Nature Conservancy is to preserve the plants, animals and natural communities that represent the diversity of life on Earth by protecting the lands and waters they need to survive.

POSITION SUMMARY – ASSOCIATE DIRECTOR OF PHILANTHROPY

The Nature Conservancy is the largest conservation organization in the world - with the ambitious mission of protecting the diversity of life on earth for nature and for people. We have protected more than 119 million acres of land and over 5000 miles of river across the globe. We work in all 50 states, in 33 countries, and have over 1 million members supporting our incredible work. We partner with all communities - from landowners to developers, from industry to indigenous peoples. In Colorado, we have over 60 staff working to conserve what is so special about this state - our rivers, our grasslands, our mountain valleys and our expansive forests.

ESSENTIAL FUNCTIONS

Creates and implements strategies for the cultivation and solicitation of a portfolio of major gift prospects, primarily focusing on individuals and foundations. Manages donors with the ability to give a minimum of \$100,000. Works closely with philanthropy team 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 opportunity. Ability to be on the front line in fundraising as well as working from behind the scenes. 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.

BASIC QUALIFICATIONS

- Bachelor's degree in marketing, communications or related field and minimum 5 years related work experience or an equivalent combination. 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 or planned giving.
- Experience in asking for and closing gifts.
- Experience building and maintaining long-term relationships with fundraising constituents such as major donors and corporations.

ADDITIONAL JOB INFORMATION

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 judgment.
- 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 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.

This position requires a valid driver's license and compliance with the Conservancy's Auto Safety Program. Employees may not drive Conservancy-owned/leased vehicles, rental cars, or personal vehicles on behalf of the Conservancy if considered "high risk drivers." Please see further details in the Auto Safety Program document available at www.nature.org/careers.

Employment in this position will be contingent upon completion of a Vehicle Use Agreement, which may include a review of the prospective employee's motor vehicle record.

BENEFITS

The Nature Conservancy offers competitive compensation, excellent benefits, flexible work policies and a collaborative work environment. We also provide professional development opportunities and promote from within. As a result, you will find a culture that supports and inspires conservation achievement and personal development, both within the workplace and beyond.

HOW TO APPLY

Please go to nature.org/careers and search for job #10494. Submit resume and cover letter as one document. Both are required. All sections of online application must be completed (e.g. work experience and education, even if information is included in resume) to be considered for a position. Application deadline February 26, 2010.

EOE STATEMENT

The Nature Conservancy is an Equal Opportunity Employer.