

~ Help shape the future of private sector conservation ~

Australian Wildlife Conservancy (AWC) is the largest private (non-profit) owner of land for conservation in Australia, protecting endangered wildlife across more than 6.5 million hectares in iconic regions such as the Kimberley, Cape York, the Top End and Lake Eyre. With a focus on practical land management and world-class science, AWC is implementing a dynamic new model for conservation. Our core business is protecting threatened species, such as the Bilby, the Gouldian Finch and the Numbat.

As the organisation enters an exciting new phase, we are seeking a talented and motivated professional to play a key role in our Development (fundraising) team. Based in Sydney, the role will suit a talented early career professional who wishes to be part of a high performing team dedicated to delivering important outcomes for Australia.

AWC is funded primarily by tax-deductible donations from major donors and the general public. This is predominantly a front-facing fundraising role, but you also need to be skilled at back-office operations. You will build and manage your own portfolio of donors. Your key responsibilities will also include co-ordinating a program of bespoke supporter events in remote locations around Australia as well as functions in major cities. You will require:

- Outstanding interpersonal skills (a winning personality!), including experience engaging with high net worth individuals, corporate and government officials.
- Exceptional communication skills including evidence of strong verbal and written skills.
- Exceptional organisational skills including the ability to co-ordinate and manage complex events.
- A passion for saving Australia's wildlife and a strong work ethic.
- A willingness to travel to capital cities and to AWC sanctuaries.

This is an exciting opportunity to be part of the ongoing growth of an innovative, successful organisation which is helping shape the future of conservation in Australia. An attractive remuneration package is available for a candidate with suitable professional, commercial or fundraising experience.

Closing date for applications: 31 January 2020

For a full position description for this role, please see below or visit our careers page:
www.australianwildlife.org/work-with-awc/careers/

Enquiries: Sarah McKenna, Senior Development Executive / (02) 9324 4209 /
sarah.mckenna@australianwildlife.org

Applications:

Send a detailed covering letter outlining your suitability for this role, a copy of your CV and a sample of persuasive writing that you have written (ie. grant application, business case, or similar) - in one document (noting where you saw the advertisement) – to: employment@australianwildlife.org

Please note:

1. Applicants must be an Australian citizen/permanent resident or have a suitable visa in place that allows full-time work in Australia, in order to apply for this position. Sponsorship is not available.
2. If you apply for this role, AWC will include you in its ongoing updates and communications about its events, activities and fundraising initiatives. You may opt out of these communications at any time

To learn more about AWC, please visit our website: www.australianwildlife.org/

Position Profile

Designation:	Development Executive (fundraising)
Reporting to:	Senior Development Executive
Supervises:	The Development Executive operates as part of the Development team. The Development Executive may from time-to-time supervise other staff, volunteers, contractors and casual staff.
Based in:	Sydney

AWC values:

AWC's work is directed at achieving our mission – the effective conservation of Australia's wildlife and their habitats – and is guided by the following values. At AWC, we are:

- Accountable – taking ownership of our actions and outcomes
- Informed – working together to acquire and apply evidence, knowledge and experience
- Respectful – demonstrating care, recognition and integrity
- Dedicated – committed to delivering effective outcomes, with resilience and tenacity
- Innovative – applying creative thinking for effective solutions
- Sustainable – delivering long-term financial and ecological viability.

Critical competencies/experience:

1. A passionate interest in the conservation of Australia's wildlife and habitats.
2. Exceptional relationship/interpersonal skills including:
 - a. A demonstrated ability to engage with high net worth individuals, senior corporate representatives and/or senior government officials, etc.
 - b. The ability to clearly convey an organisation's mission and inspire support for that mission amongst a wide variety of stakeholders. Experience in successfully selling a product or concept will be very highly regarded.
 - c. A demonstrated ability to think on your feet, communicate key messages and deliver presentations in an engaging way.
3. Excellent organisational skills, including a demonstrated ability to: (a) prioritise and execute a large number of tasks in an efficient manner; and (b) manage a large number of relationships simultaneously.
4. Ability to successfully plan, co-ordinate and manage the delivery of complex events. A willingness to spend extended periods (potentially up to 4 weeks, 1 – 2 times a year) at AWC sanctuaries during events.
5. Excellent writing skills, including the demonstrated ability to draft and edit effective reports and other correspondence.

6. Effective analytical skills.
7. Strong attention to detail and taking ownership of your work and outcomes.
8. A strong work ethic including a willingness to work long hours and weekends as required.
9. Knowledge of current issues relating to philanthropy or the ability to readily acquire such knowledge.
10. Demonstrated ability to act as part of a team or, as required, independently and a willingness to uphold AWC's core values.
11. A willingness to travel to AWC sanctuaries and major cities.
12. Experience in using standard business software packages (including Word, Outlook, Excel and PowerPoint) is essential.

Qualifications:

1. Tertiary qualifications in a relevant discipline are a prerequisite for this role. (Candidates with science related degrees, or degrees in politics or law are encouraged to apply).
2. A valid driver's licence.

Responsibilities:

<p>1. Develop and implement strategies to recruit/retain donors</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Ongoing engagement with a portfolio of major/bilby donors (donors giving more than \$5K/\$1K per annum) and prospects including through meetings, written proposals and reports, events, other communication, etc. • Prepare applications for funding and project reports/acquittals. • Identify potential new major/bilby donors through: <ul style="list-style-type: none"> ○ Liaison with board members, existing donors, AWC development team and the Chief Executive; and ○ Independent research and networking. • Compellingly communicate the importance and urgency of the AWC mission and the effectiveness of our business model. • Co-ordinate and track your engagement/results with donors. (KPIs will track the level and extent of your engagement with donors and the level of donation income). • Ensure records are maintained as part of our development database.
<p>2. Co-ordinate and manage a series of supporter events across AWC sanctuaries as well as key events in major cities</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Each year, working closely with others in the Development team, develop an annual program of: <ul style="list-style-type: none"> ○ Sanctuary-based events.

- Functions and events in major cities (presentations, cocktail parties, etc.).
- Plan, co-ordinate and manage sanctuary-based events in partnership with operations staff, science staff and other members of the development team. This involves promoting events to our support base and co-ordinating complex logistical matters (developing event schedules, coordinating helicopters and charter aircraft, establishment of remote camps, recruiting event staff, planning for supplies, etc.).
- Attend sanctuary-based events (up to 2 weeks in the field; up to twice per annum).
- Oversee the implementation of a program of major city events (presentations, cocktail parties, etc).
- Track and report on the success of events.
- Help promote attendance by existing and potential donors at sanctuary events and other AWC events.

3. Develop and implement strategies to recruit/retain donors

Key activities and responsibilities:

- Ongoing engagement with a portfolio of major/bilby donors (*donors giving more than \$5K/\$1K per annum*) and prospects including through meetings, written proposals and reports, events, other communication, etc.
- Recruit new supporters by organising and delivering compelling presentations about AWC.
- Prepare applications for funding and project reports/acquittals.
- Identify potential new major/bilby donors through:
 - Liaison with board members, existing donors, AWC development team and the Chief Executive; and
 - Independent research and networking.
- Compellingly communicate the importance and urgency of the AWC mission and the effectiveness of our business model.
- Co-ordinate and track your engagement/results with donors. (*KPIs will track the level and extent of your engagement with donors and the level of donation income*).
- Ensure records are maintained as part of our development database.

4. Other development responsibilities

Key activities and responsibilities:

- As required, assist in the delivery of other components of the development strategy, such as corporate giving and bequests.
- Contribute to the ongoing development and implementation of AWC's fundraising strategy;
 - Contribute to the periodic development and review of the strategy.
 - Develop and maintain awareness of philanthropic issues, trends, policies and significant legal requirements (e.g. tax deductibility of donations).

<p>5. Assist with AWC’s communications program</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • As required, assist in the development and implementation of AWC’s communications strategy.
<p>6. Administration</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Assist in the preparation of annual budgets. • Contribute to the preparation of quarterly progress reports. • Maintain the fundraising database and files, ensuring strict confidentiality of donor information. • Assist with travel, logistics and scheduling. • Give support with general correspondence.
<p>7. Undertake other tasks, as required.</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Manage and develop staff and volunteers in accordance with AWC policies. • Ensure compliance with all relevant AWC policies – eg, OH&S, finance. • On request, undertake other specified tasks.