



State and Territory Development Managers (WA, NT) & (NSW, ACT)

Perth WA & Sydney NSW

About AWC:

Australian Wildlife Conservancy (AWC) is the largest private (non-profit) owner of land for conservation in Australia, protecting threatened wildlife across a vast 12.9 million hectares in iconic regions such as the Kimberley, Cape York, the Top End and Kati Thanda-Lake Eyre. AWC is transforming conservation on the ground by deploying a practical, science-based model for conservation - one that is successfully halting the decline of Australia's threatened wildlife and restoring our unique biodiversity. With 1,800 animals and plants now threatened with extinction there is a real urgency to do more. We have ambitious plans to secure the future of Australia's biodiversity and we are now expanding our fundraising team to help us achieve our vision.

About the role

We are seeking skilled and highly motivated individuals to join our growing Development (fundraising) team in the capacity of:

1. State and Territory Development Manager (WA, NT) – based from Perth WA
2. State and Territory Development Manager (NSW, ACT) – based from NSW, preferably Sydney

These roles will suit a talented mid-career professional keen to make a positive impact on the future of Australia's threatened wildlife by mobilising philanthropic support, primarily from generous individuals.

These roles are also heavily focused on leading a team to be successful in the face-to-face acquisition, retention and growth of AWC Major Donors and leads a team of other professional fundraisers to ensure best-practice management of donor portfolios and exceptional fundraising performance. You'll be joining an extremely talented team who are committed to raising funds to achieve great outcomes for conservation.

As such, the successful candidate will have at least 5 years' experience of leading a fundraising or sales team and a demonstrated background in new major donor/customer acquisition.

This is an incredibly exciting, fun and dynamic role – no two days are ever the same! Your key responsibilities include recruiting, building and stewarding an impressive portfolio of supporters, writing winning philanthropic grant applications, delivering a program of city-based functions, and organising bespoke supporter events in some of the wildest places on the continent.

About you

You are a consummate networker with a passion for saving Australia's wildlife and a love for the great outdoors. To succeed in this role you will also need:

- Exceptional interpersonal skills (a winning personality!).
- Experience engaging with high net worth individuals and with senior decision-makers in the corporate or government sector.
- Exceptional written skills and a proven ability to write compelling grant applications, persuasive business cases and letters.

- Outstanding presentation skills and a natural ability to inspire audiences of 1 to 100 – in person, on the phone or via zoom.
- Excellent organisational skills, including managing complex events, juggling multiple priorities and meeting tight deadlines.
- A willingness and ability to travel to capital cities and to AWC sanctuaries for extended periods.

This is an exciting opportunity to be part of a growing, innovative and extremely successful organisation that is playing a key role in shaping the future of conservation in Australia. A competitive remuneration package commensurate with experience is available for each candidate with suitable professional, commercial or fundraising experience. The position is offered on a permanent full-time basis.

AWC's mission - to deliver effective conservation for all native animal species and their habitats - is achieved by close collaboration between our Operations, Science and Fundraising teams and this role plays a key part in promoting this approach to all team members.

Initial enquiries to: employment@australianwildlife.org

Applications via:

Visit the link below to complete an online application for the role which you are interested in applying for:

1. State and Territory Development Manager (WA, NT): <https://bit.ly/3hBfLPs>
2. State and Territory Development Manager (NSW, ACT): <https://bit.ly/3ts4GTv>

Your application must include CV and covering letter, briefly addressing the critical competencies listed in the detailed job description on our website or the attachment.

Closing date for applications: Sunday 4 December 2022

Please note:

1. Applicants must be an Australian citizen/permanent resident or have a suitable visa in place that allows ongoing 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.
3. Any application submitted to AWC will be handled in accordance with our Privacy Policy, available at www.australianwildlife.org/privacy-policy/. By providing us with your contact details, your consent to receive communications and direct educational material will remain current until you advise us otherwise.

Role Description

Designation:	State and Territory Manager, Development
Reporting to:	National Development Manager; then to Chief Development Officer
Supervises:	Up to 2-3 staff and may, from time to time, supervise additional staff, volunteers and contractors.
Based in:	Perth, WA and Sydney, NSW

Organisational context:

Australian Wildlife Conservancy (AWC) is the largest private (non-profit) owner of land for conservation in Australia, protecting endangered wildlife at 31 sanctuaries in which we own or manage in partnership, covering a total of more than 12.9 million hectares across Australia. With a focus on practical land management, informed by world-class science, AWC is implementing a dynamic new model for conservation.

AWC's mission - to deliver effective conservation for all native animal species and their habitats - is achieved by:

- **Operations** - delivering effective large-scale land management including fire management, feral animal control, weed control and infrastructure management.
- **Science** - delivering a nationally coherent program of ecological surveys with a focus on monitoring key conservation assets and threats, conducting applied research relevant to wildlife conservation, implementing conservation programs including reintroductions, and providing advice to management.
- **Fundraising** - mobilising finance (primarily, tax deductible donations) from the general public and philanthropists including through effective communication of AWC conservation programs.

AWC values:

AWC's work is directed at achieving our mission 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

OneAWC is defined as 'a cohesive, engaged, collaborative, high performing group guided by strong, effective leaders. A group of people who all understand AWC's mission, vision and their role in contributing to the achievement of mission and vision, all connected and working towards a common purpose, guided by a set of shared values'. The delivery of AWC's mission is highly reliant on all of AWC working collaboratively with each other.

Values of AWC:

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:

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

Critical competencies/experience:

This role is heavily focused on leading a team to be successful in the face-to-face acquisition, retention and growth of AWC Major Donors and leads a team of other professional fundraisers to ensure best-practice management of donor portfolios and exceptional fundraising performance. As such the critical competencies for the role include:

1. Exceptional relationship/interpersonal skills including:
 - a. A demonstrated ability to engage with high-net-worth individuals and/or philanthropists, particularly the acquisition of new major donors.
 - b. Demonstrated experience in building relationships that have led to significant philanthropic support or other investment.
 - c. The ability to clearly convey an organisation's mission and leverage that support for fundraising or revenue raising.
 - d. A clear understanding of the need for different levels and types of engagement activity relevant to major donor acquisition, retention and stewardship, plus demonstrated ability to uplift the value of the State-based portfolio over time.
 - e. A natural ability to deliver highly engaging presentations to audiences large and small.
2. Staff management skills, including:
 - a. A minimum 5 years' experience in managing staff who are professionals in their own right.
 - b. Thoughtful, respectful leadership of a team of fundraisers or sales personnel who are target driven.
 - c. Accountable, collaborative and well-informed approach to leadership within the Development Senior Management Team, which comprises 6-8 other senior leaders responsible for various functions across the AWC Development program.
 - d. Managing team budgets.
 - e. Informing and working to KPI's.
 - f. Fostering a positive work environment and providing support and guidance to staff who are often working 'on the road' and need to feel a strong sense of purpose and team cohesion.
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. Outstanding written skills, including a demonstrated ability to draft and edit compelling grants, effective reports, persuasive letters and other correspondence.
5. Ability to successfully plan, co-ordinate and manage the delivery of complex functions and events.
6. Strong analytical skills and exceptional attention to detail.
7. A passion for the conservation of Australia’s wildlife and habitats.
8. A strong work ethic and a ‘can do’ attitude, including a willingness and ability (or capacity) to work flexibly as required to meet the needs of the organisation.
9. Demonstrated ability to act as part of a team or, as required, independently.
10. A willingness to travel to major cities and AWC sanctuaries for extended periods.
11. Experience in using standard business software packages (including Word, Outlook, Excel and PowerPoint) is essential.
12. Knowledge of current issues relating to philanthropy or the ability to readily acquire such knowledge.

Essential qualifications:

1. A tertiary qualification in a relevant discipline.
2. A valid driver’s license.

Inherent requirements of the role:

This role requires a hybrid approach to working in-office and working ‘on the road’ to meet donors, internal/external stakeholders and staff members in a face to face capacity. From time-to-time, you will be expected to travel to AWC sites located in rural and remote locations which may be away from an established office-base. Whilst on site, the working environment can be outdoors and often in the extremes of weather – hot/cold and wet or dry. On occasion, there may be physical activities including walking in remote locations, carrying loads and driving manual 4WD vehicles. The successful applicant must be able to adapt to performing their professional activities in these remote conditions.

Responsibilities:

1. Develop and implement strategies to recruit and retain individual donors	KPI Measure
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Outstanding personal stewardship and ongoing engagement with a portfolio of major donors and prospects (individuals and foundations) including through meetings, written proposals and reports, events, other communication, etc. • Identify and recruit potential new major donors through: <ul style="list-style-type: none"> ○ Networking and liaison with existing donors and prospects, board members, AWC development team and Executive; ○ Organising and delivering presentations to interest groups; and 	<p># New donors % Donor retention \$value of funds raised</p>

<ul style="list-style-type: none"> ○ Independent research and networking. ● Effectively 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. (<i>KPIs will track the level and extent of your engagement with donors and the level of donation income.</i>) ● Ensure records are maintained as part of our development database. 	
<p>2. Assist with the development and implementation of AWC’s fundraising strategy</p>	<p>KPI Measure</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> ● Prepare applications for funding and project proposals as well as reports/acquittals. ● Contribute to the ongoing development and implementation of AWC’s fundraising strategy. ● Write compelling emails, letters, cards and messages to supporters and prospects. ● Deliver ongoing verbal and interpersonal communication of AWC’s mission to engage new and existing supporters. Identify and implement strategies to win corporate support and manage existing partnerships. ● Develop and maintain awareness of philanthropic issues, trends, policies and significant legal requirements (e.g. tax deductibility of donations). 	<p>As agreed</p>
<p>3. Assist in the co-ordination and management of supporter events at AWC sanctuaries and in major cities</p>	<p>KPI Measure</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> ● Assist in the planning, co-ordination and management of events in partnership with other development staff as well as operations and science staff. This involves promoting events to our supporter base and, as required, coordinating complex logistical matters (developing event schedules, coordinating helicopters and charter aircraft, establishment of remote camps, planning for supplies, etc). ● Attend and help co-ordinate delivery of sanctuary-based events as required for the management of donors in the State/Territory portfolio. 	<p>As agreed</p>

<ul style="list-style-type: none"> Attend and help co-ordinate delivery of city-based functions (lunches, cocktail parties, etc). Help promote attendance by existing and potential donors at sanctuary events and functions. 	
4. Staff Management	KPI Measure
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> Line management of Development staff Fostering a positive work environment and developing staff competencies Providing training and professional development opportunities Ensuring team cohesion and collaboration between the functions of this office, in relation to the other State/Territory teams Setting, reviewing and monitoring KPI's for team performance Developing positive relationships with other departments, senior management and field staff. 	<p>% staff retention</p> <p>\$value of staff fundraising performance</p>
5. Administration	KPI Measure
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> Assist in the preparation of annual budgets. Assist in the preparation of quarterly progress reports. Maintain the fundraising database and files, ensuring strict confidentiality of donor information. Assist with general correspondence. 	<p>\$fundraising income to \$expenditure</p>
6. Undertake other tasks, as required.	KPI Measure
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> Champion AWC values and ONEAWC initiative. 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. 	<p>As agreed</p>