

## Bequest Manager

*~Saving Australia's wildlife – a job you will love, with a competitive salary~*

Australian Wildlife Conservancy (AWC) is the largest private (non-profit) owner of land for conservation in Australia, protecting endangered wildlife across almost 4 million hectares in iconic regions such as the Kimberley, Cape York, the Top End and Lake Eyre. With a focus on practical land management, informed by world class science, AWC is implementing a dynamic new model for conservation in order to save the country's natural capital. 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 an exceptional and highly motivated professional to join our Development (fundraising) team on a full-time or part-time basis. Based in Sydney, the role will suit a talented mid-career professional who wishes to help build AWC's base of philanthropic support by expanding our bequest program.

Your primary responsibility will be to manage, co-ordinate and deliver our bequest program. Working with our Development team, you will be responsible for identifying, stewarding and seeking bequest support from a broad range of individuals, as well as further developing our bequest strategy. You will roll up your sleeves, doing everything from setting up internal processes, to regular one-on-one engagement with supporters.

To be successful for this role you will have:

- Experience in design and delivery of bequest programs, or experience in a fundraising/commercial role with a strong relationship-building component.
- Outstanding communication skills including listening and writing skills; the ability to effectively convey key messages and elicit support.
- Excellent interpersonal skills including the ability to develop and maintain relationships with a broad range of people.
- Demonstrated ability to deal sensitively with people and personal information.
- Adept ability to use a database or Customer Relationship Management system.
- Superior organisational skills.
- 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 a successful organisation which is helping to shape the future of conservation in Australia.

A detailed position description can be viewed below.

To apply: Please submit your application including a cover letter detailing your fit for the role, together with your CV, (noting where you saw the advertisement), to: [employment@australianwildlife.org](mailto:employment@australianwildlife.org).

Closing date for applications: 2<sup>nd</sup> June, 2017

Initial enquiries to: Shauna Chadlowe – Senior Development Executive – email: [shauna.chadlowe@australianwildlife.org](mailto:shauna.chadlowe@australianwildlife.org).

*This is a permanent, full-time position. Applicants must be an Australian citizen/permanent resident or have a suitable visa that allows permanent full-time work in Australia, in order to apply*

*for this position. A working-holiday visa is not appropriate. Should a suitable local candidate be sourced, sponsorship will not be considered.*

## **Annexure 1 – Position Profile**

<b>Designation:</b>	<b>Bequest Manager</b>
<b>Reporting to:</b>	<b>Senior Development Executive, Sydney</b> <b>The Bequest Manager operates as part of the Development team.</b>
<b>Supervises:</b>	<b>The Bequest Manager may, from time to time, supervise additional staff, volunteers and contractors.</b>
<b>Based in:</b>	<b>Sydney</b>
<b>Position type:</b>	<b>Full-time or Part-time. Some after- hours work will be required.</b>

### **Critical competencies/experience:**

1. A strong interest in (passion for!) the conservation of Australia's wildlife and habitats.
2. Experience in design and delivery of bequest programs or experience in a fundraising/commercial role with a strong relationship-building component.
3. Exceptional communication/influencing/relationship skills including:
  - a. A demonstrated ability to build rapport and engage with a broad range of people.
  - 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 highly regarded.
  - c. Demonstrated ability to deal sensitively with people and personal information.
4. 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.
5. Excellent writing skills, including the demonstrated ability to draft and edit effective correspondence.
6. Capability to successfully plan, co-ordinate and manage the delivery of complex events.
7. Meticulous attention to detail.
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.
11. A willingness to travel to AWC sanctuaries and major cities in Australia.
12. Broad experience in using databases/Customer Relationship Management systems and standard business software packages (including Word, Outlook, Excel and PowerPoint).

**Qualifications:**

1. Tertiary qualifications in a relevant discipline is essential.
2. A valid driver's licence.

**Responsibilities:**

<p><b>1. Implement strategies to recruit/retain bequest donors</b></p> <p>Key activities and responsibilities:</p> <ul style="list-style-type: none"><li>• Ongoing engagement and relationship management with a portfolio of existing supporters, confirmed bequestors and potential bequest prospects, by conducting meetings and visitations, written and telephone communications, events, other communications, etc.</li><li>• Grow the current portfolio of bequest donors and identify potential new bequest prospects through:<ul style="list-style-type: none"><li>○ Liaison with board members, existing donors, the AWC development team, the Chief Executive; and</li><li>○ Independent research and networking.</li></ul></li><li>• Steward supporters and bequest enquirers to become confirmed bequestors.</li><li>• Ensure a highly personalised program for bequest donors, as required.</li><li>• Effectively communicate the importance and urgency of the AWC mission and the effectiveness of our business model.</li><li>• Deliver public presentations to promote AWC's bequest program as appropriate.</li><li>• Co-ordinate and track your engagement/results with donors and bequestors. <i>(KPIs will track the level and extent of your engagement with donors and the level of donation income).</i></li><li>• Ensure records are maintained as part of our development database.</li><li>• Liaise with solicitors and key stakeholders to provide bequest information and, as required, ensure the efficient administration of wills and estates.</li></ul>
<p><b>2. Ongoing development of AWC's bequest strategy</b></p> <p>Key activities and responsibilities:</p> <ul style="list-style-type: none"><li>• Working closely with the Senior Development Executive and other members of the development team, lead the ongoing development of AWC's bequest strategy.</li><li>• Put in place all necessary processes/systems to promote delivery of the bequest strategy across the organisation.</li><li>• Train internal AWC staff on stewarding current and potential bequestors as required.</li></ul>
<p><b>3. Assist with AWC's communications program</b></p> <p>Key activities and responsibilities:</p> <ul style="list-style-type: none"><li>• As required, assist in the development and implementation of AWC's communications strategy, with a particular focus on engagement with bequest donors.</li><li>• Assist with the development of AWC's bequest communication strategy and materials.</li></ul>

<p><b>4. Other development responsibilities</b></p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• Assist in the delivery of other components of the development strategy.</li> <li>• Contribute to the ongoing development and implementation of AWC’s fundraising strategy. <ul style="list-style-type: none"> <li>○ Contribute to the periodic development and review of the strategy.</li> <li>○ Develop and maintain awareness of philanthropic issues, trends, policies and significant legal requirements (e.g. tax deductibility of donations).</li> </ul> </li> </ul>
<p><b>5. Coordinate and manage, or assist in the co-ordination and management of, supporter events in major cities and, as required, at AWC sanctuaries</b></p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• Identify opportunities (such as presentations, lunches, dinners, cocktail functions) for expanding AWC’s network of bequest donors.</li> <li>• Assist in the planning, co-ordination and delivery of major city-based events (presentations, cocktail functions, etc), aimed at expanding AWC’s network of bequest donors.</li> <li>• Attend and help co-ordinate the logistics and delivery of sanctuary-based events as required.</li> <li>• Help promote attendance by existing and potential donors at sanctuary events and other AWC events.</li> </ul>
<p><b>6. Administration</b></p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• Maintain the fundraising database and files, ensuring strict confidentiality of donor information.</li> <li>• Maintain records for Wills received as required.</li> <li>• Assist with the administrative management of all Estate Executor and legal practitioner communications, enquiries and administrative requirements.</li> <li>• Assist with general correspondence.</li> <li>• Produce concise and accurate reports within required timeframes.</li> <li>• Assist in the preparation of annual budgets.</li> <li>• Assist in the preparation of quarterly progress reports.</li> </ul>
<p><b>7. Undertake other tasks, as required.</b></p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• Manage and develop staff and volunteers in accordance with AWC policies when required.</li> <li>• Ensure compliance with all relevant AWC policies – eg, OH&amp;S, finance, HR</li> <li>• On request, undertake other specified tasks.</li> </ul>